



**NORTHLAND SCHOOL DIVISION NO. 61**

**REGULAR BOARD MEETING NO. 15 – 12**

**AGENDA**

Time: 5:30 p.m. October 2, 2015, 9:00 a.m. October 3, 2015  
 Location: Divisional Office, Peace River

Page No.

**A. CALL TO ORDER**

- 1. Opening Prayer

**B. GENERAL BUSINESS**

- 1. Approval of Agenda
- 2. Adopt Minutes
  - 2.1 August 28, 2015 .....5

**C. PRESENTATIONS**

- 7:15 p.m. High School Feasibility Study (Margot Simonot, Teacher Father R. Perin School)
- 8:00 p.m. Provincial Achievement Test Results (Donna Barrett, Superintendent of Schools)

**D. RECESS**

**E. ACTION ITEMS**

- 1. Recommended Items
  - 1.1
- 2. Education Committee Items
  - 2.1 Student Mental Health Ad Hoc Committee .....15
- 3. Personnel Committee Items
  - 3.1 Job Description – Divisional Facilities Manager (3<sup>rd</sup> Reading)..... 19
  - 3.2 Job Description – Construction Project Foreman (3<sup>rd</sup> Reading) .....25
  - 3.3 Job Description – Executive Secretary Finance (3<sup>rd</sup> Reading) .....29
  - 3.4 Job Description – Student Data and Education Technology Coach (2<sup>nd</sup> Reading) .....37
  - 3.5 Job Description – Housing Coordinator (1<sup>st</sup> Reading) .....43
  - 3.6 Job Description – School Custodian (1<sup>st</sup> Reading) .....51
  - 3.7 Northland Teacher Career Fair Dates & Recruitment.....57
  - 3.8 Itinerant Teacher Proposal.....65
- 4. Finance Committee Items
  - 4.1 Procedure 516, Disposal of Divisional Property (2<sup>nd</sup> Reading) .....67
  - 4.2 Procedure 500, Budget (2<sup>nd</sup> Reading).....73
  - 4.3 Procedure 504, Uncollectible Accounts (1<sup>st</sup> Reading) .....77
  - 4.4 2015 By-Election Date Set .....81
  - 4.5 Disposal of Records .....83
  - 4.6 Paddle Prairie Portable Classroom Sales Tender .....89
  - 4.7 Wabasca Mobile Homes Tender .....91
  - 4.8 Calling Lake Mobile Homes Tender .....93
  - 4.9 Calling Lake Portable Classroom Sales Tender .....95
  - 4.10 Classroom Use by Willow Lakes Tiny Tots in Anzac .....97
  - 4.11 Little Buffalo Water Haul.....99



**NORTHLAND SCHOOL DIVISION NO. 61**  
**REGULAR BOARD MEETING NO. 15-12**

Page No.

4.12 Part-time Junior Accounts Payable Clerk .....	101
4.13 CTS Shops in Paddle Prairie and Calling Lake .....	103
4.14 Sale of Fort Fitzgerald Land .....	105

**5. Local School Board Committee (LSBC) Items**

5.1 LSBC Minutes Received .....	107
5.2 LSBC Minutes Received, Administrative Action .....	111
5.3 Covering Motion, In Lieu Days for Administrators .....	113
5.4 Covering Motion, Annual Education Results Report/Annual Plan .....	115
5.5 Covering Motion, Organizational Plans .....	117
5.6 LSBC Meeting Minutes	
5.6.1 Anzac .....	119
5.6.2 ADCS .....	123
5.6.3 Bishop Routhier	
5.6.4 Calling Lake .....	129
5.6.5 Chipewyan Lake	
5.6.6 Conklin .....	135
5.6.7 Desmarais	
5.6.8 East Prairie .....	141
5.6.9 Elizabeth .....	147
5.6.10 Fort McKay .....	151
5.6.11 Gift Lake .....	157
5.6.12 Grouard	
5.6.13 J.F. Dion .....	161
5.6.14 Janvier .....	165
5.6.15 Keg River	
5.6.16 Little Buffalo .....	169
5.6.17 Paddle Prairie	
5.6.18 Peerless Lake	
5.6.19 Pelican Mountain	
5.6.20 Susa Creek	
5.6.21 Trout Lake	
5.6.22 Wabasca .....	173

**F. REPORTS**

1.1 Superintendent .....	181
1.1 Correspondence	
1.1.1 GSA Survey, Education Deputy Minister (September 23, 2015) .....	183
1.1.2 ASBA Zone 1 Friends of Education & Edwin Parr Media Releases .....	187
1.2 Attendance Reports	
1.2.1 June 2015 Division Attendance by School .....	191
1.2.2 14-15 Division Wide Attendance .....	193



# NORTHLAND SCHOOL DIVISION NO. 61

## REGULAR BOARD MEETING NO. 15-12

Page No.

2.1	Chairman's Report .....	199
2.1	Expenses	
2.1.1	Local School Board Committee Expenditure Report (ending August 31 & September 29, , 2015) .....	201
2.1.2	Board Expenses (ending August 31 & September 29, 2015).....	203
2.2	Correspondence	
2.2.1	PSBAA, The Advocate (September 2015) .....	211
2.2.2	ASBA, Communications Now (October 2015) .....	215
2.2.3	Resources for Families (October 2015) .....	229
3.1	Secretary-Treasurer's Report.....	231
3.1	Statement of Revenues and Expenses .....	233
3.2	Accounts Receivable – Federal Government & First Nations .....	235

### G. IN-CAMERA SESSION

### H. REPORTS FOR INFORMATION

1.1	Attendance Focus Group	
1.1.1		
1.2	Education Committee	
1.2.1	Division Newsletter Update .....	237
1.2.2	2015 Summer School Subjects and Credits Earned .....	239
1.2.3	2015 Summer Reading Program .....	241
1.3	Personnel Committee	
1.3.1	2014-2015 Staff Absenteeism Data .....	253
1.3.2	Staffing Update .....	257
1.3.3	2014-2015 Support Staff Payouts .....	259
1.4	Finance Committee	
1.4.1	St. Theresa Parking Lot Update.....	261
1.4.2	Northern Lakes College Request.....	263
1.5	Acronyms .....	265
1.6	Accounts Payable .....	269

### I. CLOSING PRAYER

### J. ADJOURNMENT



MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD OF TRUSTEES REGULAR MEETING ON AUGUST 28/29,  
2015 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

MEMBERSHIP		
✓	Colin Kelly	• Official Trustee
✓	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Kim Courtoreille	• Advisory Committee Member – Desmarais
x	Rachelle McDonald	• Advisory Committee Member – Susa Creek
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
x	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Donna Barrett	• Superintendent of Schools
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary - Finance

## CALL TO ORDER

Colin Kelly, Official Trustee called the meeting to order at 5:40 p.m.

OPENING  
PRAYER

Elmer Gullion, Advisory Committee Member gave the opening prayer.

## RECESS

The meeting recessed for dinner at 5:45 p.m.  
The meeting reconvened at 6:30 p.m.

## ADOPT AGENDA

23890/15 Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended with the following change:

## Presentations

7:15 p.m. Attendance & CEU

7:45 p.m. Tell Them From Me (TTFM)

## August 29, 2015

9:00 a.m. Education Quarterly Report

9:30 a.m. Organization Chart Discussion

CARRIED

MINUTES –  
JUNE 26, 2015  
MEETING

23891/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the minutes as amended:

New Staff Orientation August 2015 request should read: Colin Kelly, Official Trustee requests that Bigstone Cree First Nation be added to the New Staff Orientation Program and that a representative from the M.D. of Opportunity #17 be invited to bring welcome greetings.

June 26, 2015 – Regular Meeting

CARRIED

PRESENTATION  
ATTENDANCE &  
CEU

Don Tessier, Associate Superintendent presented a comparison in attendance between 2014 and 2015 across the division and the number of CEU credits high school students earned in 2014 – 2015 to the board.

PRESENTATION  
TELL THEM FROM  
ME (TTFM)

Don Tessier, Associate Superintendent presented the student results from the Tell Them From Me (TTFM) survey.

Colin Kelly, Official Trustee requests that administration work with the principals who were involved in the Tell Them From Me Survey's to share the information they have received from their students with their local school board committees, parents and community.

Colin Kelly, Official Trustee requests that administration put together an adhoc committee to address mental health issues within our schools.

RECESS

The meeting recessed at 8:09 p.m.

Don Tessier, Associate Superintendent, Trudy Rasmuson, Secretary-Treasurer, Wes Oginski, Director of Human Resources, David Cox, Division Facility Manager, Krystal Potts, Executive Assistant and Melanie Mantai, Executive Secretary Finance left the meeting at 8:09 p.m.

RECESS

The meeting reconvened at 8:30 p.m.

The meeting recessed at 10:00 p.m. on August 28, 2015  
 The meeting reconvened at 9:15 a.m. on August 29, 2015

OPENING  
 PRAYER

Elmer Gullion, Advisory Committee Member gave the opening prayer.

PRESENTATION  
 EDUCATION  
 QUARTERLY  
 REPORT

Donna Barrett, Superintendent of Schools presented the Quarterly Education Report to the board.

RECESS

The meeting recessed at 10:15 a.m.  
 The meeting reconvened at 10:33 a.m.

PRESENTATION  
 ORGANIZATION  
 CHART DISCUSSION

This item has been tabled for the board to discuss at the end of the meeting.

EDUCATION  
 QUARTERLY  
 REPORT

23892/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.

CARRIED

FINANCE  
 QUARTERLY  
 REPORT

23893/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Finance Quarterly Report, as presented and attached.

CARRIED

ZONE 1 2015  
 FRIENDS OF  
 EDUCATION  
 AWARD

23894/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the nomination of Sustainable Communities Initiative for the 2015 Friends of Education Award and invite the nominee to attend the 2015 Friends of Education Awards Banquet on September 24, 2015 in Peace River, Alberta.

CARRIED

- LOCALLY DEVELOPED COURSES ABNORMAL PSYCHOLOGY 35 AND RELIGIOUS STUDIES 15-25-35      23895/15      Colin Kelly, Official Trustee moved that the Board of Trustees recommend that Northland School Division No. 61 approve the locally developed courses Abnormal Psychology 35 and Religious Studies 15-25.
- TABLED
- Colin Kelly, Official Trustee requests administration bring to the October 2/3, 2015 Regular Board meeting, additional information on these courses which will include where the courses were developed and Section 9 (1) (a) of the Northland Act.
- JOB DESCRIPTION – DIVISIONAL FACILITIES MANAGER      23896/15      Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the newly created job description for the position of Divisional Facilities Manager, as amended and attached.
- CARRIED
- JOB DESCRIPTION – CONSTRUCTION PROJECT FOREMAN      23897/15      Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the newly created job description for the position of Construction Project Foreman, as attached.
- CARRIED
- JOB DESCRIPTION – EXECUTIVE SECRETARY FINANCE      23898/15      Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, changes in the job description for the position of Executive Secretary Finance, as attached.
- CARRIED



JOB DESCRIPTION 23899/15 Colin Kelly, Official Trustee moved that the Board of  
– SCHOOL Trustees receive as information, the revisions to the job  
CUSTODIAN description for the position of School Custodian, as  
attached.

TABLED

Colin Kelly, Official Trustee requests administration share the draft Job Description – School Custodian along with the custodian check lists with the Maintenance Committee for feedback and bring back to the October 2/3, 2015 Regular Board meeting.

JOB DESCRIPTION 23900/15 Colin Kelly, Official Trustee moved that the Board of  
– HOUSING Trustees receive as information, the revisions to the job  
COORDINATOR description for the position of Housing Coordinator, as  
attached.

TABLED

Colin Kelly, Official Trustee requests administration share the draft Job Description – Housing Coordinator with the Maintenance Committee for feedback and bring back to the October 2/3, 2015 Regular Board meeting.

JOB DESCRIPTION 23901/15 Colin Kelly, Official Trustee moved that the Board of  
– STUDENT DATA Trustees receive as information, the newly created job  
AND EDUCATION description for the position of Student Data and  
TECHNOLOGY Education Technology Coach, as attached.  
COACH

CARRIED

RECESS

The meeting recessed for lunch at 12:04 p.m.  
The meeting reconvened at 12:57 p.m.

PROCEDURE 516 – 23902/15 Colin Kelly, Official Trustee moved that the Board of  
DISPOSAL OF Trustees receive as information, the attached changes to  
DIVISIONAL Procedure 516, Disposal of Divisional Property, with the  
PROPERTY exception items will not go to auction but will be  
tendered with notices sent around the division.

CARRIED

PROCEDURE 500 – BUDGET                      23903/15    Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 500, Budget

CARRIED

APPENDIX 2 – SCHEDULE OF RATES – SALARY SCHEDULES                      23904/15    Colin Kelly, Official Trustee moved that the Board of Trustees approve the updated Appendix 2 – Schedule of Rates Salary Schedules to reflect the 2% that was approved for support staff in the June 2015 Budget as per board motion #23873/15.

CARRIED

DISPOSAL OF UNITS #609 AND #645                      23905/15    Colin Kelly, Official Trustee moved that the Board of Trustees approve the disposal of Unit #609 – 2009 GMC Envoy and Unit #645, 2004 Chevrolet Trailblazer and request that these vehicles be advertised for tender in all communities.

CARRIED

TRANSFER OF 2 MOBILE HOUSING UNITS TO THE LUBICON LAKE BAND                      23906/15    Colin Kelly, Official Trustee moved that the Board of Trustees approve the transfer of mobile housing units #224 and #229 to the Lubicon Lake Band in exchange for demolishing unit #123.

CARRIED

LSBC MEETING MINUTES RECEIVED                      23907/15    Colin Kelly, Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
ADCS	June 29, 2015
Desmarais	June 17, 2015
Gift Lake	June 18, 2015
Keg River	June 9, 2015
	July 15, 2015
Little Buffalo	June 18, 2015
Peerless Lake	June 18, 2015

CARRIED

Colin Kelly, Official Trustee requests administration draft a plan including expenses and timelines and submit it to Robin Guild, LSBC Wabasca Chair for the St. Theresa School Parking Lot.

ADMINISTRATIVE ACTION – CURRENT LSBC MEETING MINUTES RECEIVED

23908/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve of the action taken by Administration with respect to Local School Board Committee minutes received, as listed below:

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
ADCS	June 29, 2015		As Presented
Desmarais	June 17, 2015	"A motion was made"	Exclude
Gift Lake	June 18, 2015		As Presented
Keg River	June 9, 2015		As Presented
	July 15, 2015		As Presented
Little Buffalo	June 18, 2015	22/15/15	Exclude
Peerless Lake	June 18, 2015	Comment g: win Card:	As Presented

CARRIED

COVERING MOTION, IN LIEU DAYS FOR ADMINISTRATION

23909/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to the 2014-2015 in-lieu days for administrators.

CARRIED

COVERING MOTION, ANNUAL EDUCATION RESULTS REPORT/ ANNUAL REPORT

23910/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2013-2014 Annual Education Results Report, 2014–2015 Annual Plan.

CARRIED

COVERING MOTION, ORGANIZATIONAL PLANS	23911/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.
		CARRIED
SUPERINTENDENT'S REPORT	23912/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.
		CARRIED
CHAIRMAN'S REPORT	23913/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.
		CARRIED
SECRETARY – TREASURER'S REPORT	23914/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.
		CARRIED
REPORTS FOR INFORMATION	23915/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items: <ul style="list-style-type: none"> <li>- Recruitment &amp; Staffing Update</li> <li>- Construction Projects Update</li> <li>- Mobile Home Projects Update</li> <li>- List of Acronyms</li> <li>- Payment of Account</li> </ul>
		CARRIED
		Don Tessier, Associate Superintendent, Trudy Rasmuson, Secretary-Treasurer, Wes Oginski, Director of Human Resources, David Cox, Division Facility Manager, Krystal Potts, Executive Assistant and Melanie Mantai, Executive Secretary Finance left the meeting at 3:35 p.m.

PRESENTATION  
ORGANIZATION  
CHART DISCUSSION

This item was discussed.

ADJOURN

The meeting adjourned at 4:00 p.m.

CLOSING PRAYER

Elmer Gullion, Advisory Committee Member gave the closing prayer.

---

Colin J. Kelly, Official Trustee

---

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance

DRAFT



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** STUDENT MENTAL HEALTH AD HOC COMMITTEE

**ORIGINATOR:** EDUCATION COMMITTEE

**RECOMMENDATION**

The Board of Trustees recommend forming a Student Mental Health Ad Hoc Committee with funds coming from the revised November budget, as attached.

\*\*\*\*\*

**BACKGROUND**





## Student Mental Health

### Ad Hoc Committee

At the August 29, 2015 board meeting, the board directed the administration to form an ad hoc committee to address child and adolescent mental health issues.

#### **Proposed Terms of Reference:**

- Identify culturally responsive approaches to support schools in working with their communities to promote positive child and adolescent mental health.
- Develop awareness of the important role that educators and communities can play in the promotion of positive mental health for children and adolescents.
- Identify current school/community practices to promote positive child and adolescent mental health and respond to concerns.

#### **Proposed Membership:**

Chair: Director of FNMI Learner Success

- Elder(s)
- Member of the Advisory Committee
- School principal/teacher
- Supervisor of Students Services
- Associate Superintendent
- Parent
- Student
- Education Director

#### **Plan**

1. Meet monthly beginning in November
2. Present updates and gather feedback at February administrators' meeting
3. Provide a progress report including recommendations for action to Board in February



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** JOB DESCRIPTION – DIVISIONAL FACILITIES MANAGER  
**ORIGINATOR:** PERSONNEL COMMITTEE

**RECOMMENDATION**

That the Board of Trustees approve the newly created job description for the position of Divisional Facilities Manager, as attached.

\*\*\*\*\*

**CURRENT SITUATION:**

**BACKGROUND:**

**OPTIONS:**





## Divisional Facilities Manager

### **IDENTIFYING INFORMATION**

**POSITION TITLE:** Divisional Facilities Manager  
**CLASSIFICATION TITLE:** Administration VI  
**DEPARTMENT:** Maintenance  
**IMMEDIATE SUPERVISOR'S TITLE:** Secretary-Treasurer  
**POSITION SUPERVISES:** Area Maintenance Supervisors  
 Project Foreman  
 Maintenance Secretary  
 Housing Manager  
**Occupational Health & Safety**

**REASON FOR SUBMISSION:**

<u>  x  </u>	<u>      </u>	<u>      </u>
Creation	Change	Update

Date: April 22, 2015

### **POSITION SUMMARY**

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

This position is responsible for directing and supervising the construction, care and maintenance of all school buildings, grounds and equipment.

1. Manages facilities through a comprehensive plan.
  - 1.1 Establishes a plan for proactive needs assessment and a consequent scheduled maintenance program.
  - 1.2 In accordance with the Code and regulatory requirements and in consultation with the Area Maintenance Supervisors, develops a system of preventative maintenance for the Division.
  - 1.3 Develops and implements a long-term plan for facility maintenance.
  - 1.4 Develops a strategy to leverage local capacity for minor maintenance.



## **Divisional Facilities Manager**

---

- 1.5 Implements a management process of regular reviews of facility maintenance projects, issues and work inventories.
- 1.6 In collaboration with Area Maintenance Supervisors, coordinates the day-to-day maintenance program and ensures all work is carried out in a timely fashion.
- 1.7 Monitors operation of the departments and, in conjunction with principals and staff, makes any necessary changes that would improve the operation of the department.
- 1.8 Meets with sales representatives; coordinates evaluation of all new and existing equipment and supplies.
- 1.9 Purchases and ensures the functionality of school security systems.
- 1.10 Screens all work requests; prioritizes individual requests.
- 1.11 Coordinates the transfer of furniture and equipment between schools. Acts as a technical consultant to the School Principal in matters related to custodial tasks and the use of janitorial supplies and equipment.
- 1.12 Serves as Division representation at any start-up/construction phase meetings for any new construction or major modernization.
- 1.13 Maintains procedures for Housing and ensures implementation.
2. Provides leadership in facilities management.
  - 2.1 Supports the provision of quality facility services to all division-owned sites.
  - 2.2 Ensures the inspection of facilities and the preparation of reports concerning the status of all division buildings.
  - 2.3 Ensures compliance with all building codes, fire safety regulations and Occupational Health and Safety requirements in all division buildings.
  - 2.4 Provides for the professional development and certification requirements of facility staff and custodians.
  - 2.5 Practices leadership in a manner that is viewed positively and has the support of peers and reports in carrying out the Superintendent's expectations.



## **Divisional Facilities Manager**

---

- 2.6 Exhibits a high level of personal, professional and organizational integrity.
  - 2.7 Demonstrates effective organizational skills, resulting in compliance with all legal and Board mandates and timelines and adherence to Superintendent directives.
  - 2.8 Ensures response to any intrusion or building alarm.
  - 2.9 Contributes to a division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
3. Administers the maintenance budget, policies and procedures in a responsible and effective manner.
    - 3.1 Ensures that the physical environment is safe, conducive to student learning, and supports staff health and wellness.
    - 3.2 Prepares, in conjunction with the Secretary-Treasurer, and administers annual operational budget for facility maintenance.
    - 3.3 Updates the three-year IMR Plan for the division annually, ensuring consideration of changing priorities.
    - 3.4 In conjunction with the Secretary-Treasurer, develops a Capital Plan, as required.
    - 3.5 Reviews and authorizes purchase orders and invoices for maintenance expenditures and capital building projects, including major modernizations.
    - 3.6 Provides directions to the tendering process for the purchasing of goods and services within areas of responsibility.





**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** JOB DESCRIPTION – CONSTRUCTION PROJECT FOREMAN  
**ORIGINATOR:** PERSONNEL COMMITTEE

<b>RECOMMENDATION</b>
That the Board of Trustees approve the newly created job description for the position of Construction Project Foreman, as attached.

\*\*\*\*\*

**CURRENT SITUATION:**

**BACKGROUND:**

**OPTIONS:**





## Construction Project Foreman

### **IDENTIFYING INFORMATION**

POSITION TITLE: Construction Project Foreman

CLASSIFICATION TITLE: Administration 1

DEPARTMENT: Maintenance

IMMEDIATE SUPERVISOR'S TITLE: Division Maintenance Supervisor

POSITION SUPERVISES: Maintenance Workers and Sub-Contractors

REASON FOR SUBMISSION:   X                  
Creation    Change    Update

Date: April 7, 2015

### **POSITION SUMMARY**

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Plans and supervises all construction projects in the division, including mechanical, architectural and other related systems, in accordance with current code and regulatory requirements.
2. Participates in capital building projects, modernizations and demolitions, in consultation with the Division Maintenance Supervisor.
3. Consults with appropriate school-based staff, Local School Board Committees, Central Office staff, community groups and government departments in regards to the assigned projects, and keeps them informed.
4. Acts as an on-site technical expert regarding OHS issues, building codes, environmental regulations, disposal of hazardous waste, and any other relevant legislation or regulation.



## Construction Project Foreman

---

5. Performs the project management role during large construction/demolition/modernization projects by:
  - 5.1 Ensuring that a high standard of work is being performed by all personnel, and that the completed work meets quality standards.
  - 5.2 Maintaining a safe, secure and healthy work environment by following and enforcing standards and procedures' complying with legal regulations.
  - 5.3 Manages sub-contractors by locating, evaluation and selecting sub-contractors; monitoring and controlling performance.
  - 5.4 Providing reports as required.
  - 5.5 Meeting construction budget by monitoring project expenditures; identifying variances; and implementing corrective actions.
  - 5.6 Accomplishing construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
  
- 6 Other duties as assigned.

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** JOB DESCRIPTION – EXECUTIVE SECRETARY FINANCE  
**ORIGINATOR:** PERSONNEL COMMITTEE

**RECOMMENDATION**

That the Board of Trustees approve the changes in the job description for the position of Executive Secretary Finance, as attached.

\*\*\*\*\*

**CURRENT SITUATION:**

**BACKGROUND:**

**OPTIONS:**





**Executive  
Secretary  
Finance**

**IDENTIFYING INFORMATION**

**POSITION TITLE:** Executive Secretary, **Finance**

**CLASSIFICATION TITLE:** Grade 25

**DEPARTMENT:** Finance/~~Learning Services~~

**IMMEDIATE SUPERVISOR'S TITLE:** Senior Management (~~Secretary~~  
~~Treasurer/Associate Superintendent~~)

**REASON FOR SUBMISSION:**                                  X                          
Creation                      Change                      Update

Date: ~~October 2012~~ **April 2015**

**POSITION SUMMARY**

The Executive Secretary is responsible for providing administrative and office support to Senior Management in Northland School Division. The incumbent performs routine secretarial duties with speed, accuracy and a high degree of professionalism which relieves the management team of routine paper work and projects. As well, the incumbent performs a variety of tasks requiring the use of planning and organizational skills which complement the division's structure. The incumbent is committed to excellence and is flexible and dependable in dealing with staff, administration and the Board. The incumbent is self-motivated, works independently and makes decisions within the scope of the incumbent's authority.

**MAJOR DUTIES AND RESPONSIBILITIES**

The Executive Secretary is responsible for:

1. Handling and maintaining all information with a high degree of confidentiality.



**Executive  
Secretary  
Finance**

---

2. Providing direct administrative and office management support with speed, accuracy and high degree of quality and proficiency in spelling, grammar usage and terminology as directed verbally or by written instruction.
3. Maintaining working schedules and engagement calendars and making necessary arrangements for same, which includes travel, accommodation, meeting facilities and ensuring appropriate information/supplies are available **and, if necessary, preparing honoraria.**
4. Preparing documents, reports, and correspondence for signature. Ensuring documents have been reviewed for format, content, grammar, spelling and makes edits as necessary.
5. Screening telephone calls by providing information and assistance to callers regarding concerns, complaints, or general enquiries about the division, and relaying messages to the appropriate persons.
6. Maintaining and promoting appropriate communication processes with the public, school personnel, Trustees, and Local School Board Committee members.
7. Assisting in the preparation of meetings, reports, **including background documentation and writing drafts** and presentations as required by the Senior Management Team.
8. **Arranging, participating in and implementing conferences and committee meetings.**
  - 8.1 **Working with senior staff in preparing and distributing of meeting agendas for the Board, committee meetings as well as other meetings that may be called.**
  - 8.2 **Drafting recommendations for inclusion in committee meetings and Board meetings.**
  - 8.3 **Taking and transcribing minutes of meetings, including the Board meeting, committee meetings as well as other meetings that may be called.**





**Executive  
Secretary  
Finance**

**8.4 Preparing and distributing follow-up task lists, including assigning timelines for completion and collecting and distributing data.**

**8.5 Posting Board Agendas, Board attachments and Board minutes on the web, and circulating to proper distribution list as required, as well as updating contact lists on the web in a timely manner.**

9. **Assisting** the Executive Assistant (or in her absence) in arranging, participating in and implementing conferences and committee meetings as required.

**Skills**

1. Able to work independently and take initiative. Must possess leadership, multitasking, team building, and motivational skills.
2. Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create/implement action plans and monitor progress towards goals; and ability to make clear, timely decisions.
3. Ability to write and format correspondence including memos, letters, reports, etc.
4. High level of sound and independent judgment, reasoning and discretion.
5. Strong communication skills: written, oral and listening.
6. Ability to work well with all levels of management and staff.
7. **Maintaining** positive working relationships with others, both internally and externally.
  - 7.1. Ability to deal with difficult situations: concerned Community Members, Board Members, and staff members.
  - 7.2. Ability to get along with a variety of personalities in an ethical, diplomatic and flexible manner.



## Executive Secretary Finance

- 
- 7.3. Ability to work cooperatively and effectively with others to set goals, resolve problems and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.
  8. Organizing and maintaining effective office procedures and efficient workflow scheduling to meet department deadlines.
  9. Work closely with the Executive Assistant in coordinating and distributing project work to junior staff ensuring tasks are completed in a timely manner and updated as required.
  10. Organizing work to meet long and short-term deadlines with minimal supervision.
  11. Performing duties with a high degree of responsibility and initiative.
  12. Maintaining effective and efficient working relationships with other staff members.
  13. Possessing good communication and organizational skills, openness to new ideas and flexibility.

### Finance Responsibilities

1. Demonstrate competency in the following:
  - 1.1 Proficiency and creativity ~~the preparation~~ **preparing of** preparing reports and presentations.
  - 1.2 Composing and word processing of letters.
  - 1.2 ~~Maintenance~~ **Maintaining** and ~~coordination~~ **coordinating of** up to date itineraries.
2. On an annual basis:
  - 2.1 Prepare **Preparing** T2200 Income Tax Forms for all teachers who attended the Teachers' Convention.
  - 2.2 Prepare **Preparing** Capital Asset Inventory Worksheets to be sent to Schools, and Departments for the annual inventory count.



## Executive Secretary Finance

3. Organizes **Organizing** general elections, which includes the ~~distribution~~ **distributing** of the election material, advertising, and preparation of ballots, **training of election staff** and provision of election supplies to the schools prior to election date. ~~Coordinates~~ **Coordinating** by-elections as they occur.
4. Maintaining a database of Local School Board Committee members, preparing quarterly honoraria according to attendance records, coordinating payment of interviews for Local School Board Committee members and providing new members with basic information on meetings and their duties/ responsibilities.
5. Keeping informed of FOIP legislation as it relates to the division.
6. Performing other duties as may be assigned by the Secretary-Treasurer.

### **Learning Services**

1. ~~Perform clerical duties and provide administrative support to the Associate Superintendent and the Learning Services Team. The incumbent will be highly proficient in vocabulary, spelling, grammar, editing and accuracy.~~
2. ~~Demonstrate competency in the following:~~
  - 2.1 ~~Proficiency and creativity in the preparation of reports and presentations.~~
  - 2.2 ~~Composing and word processing of letters.~~
  - 2.3 ~~Maintenance and coordination of up to date itineraries.~~
3. ~~Provide assistance to person meeting with the Associate Superintendent and the Learning Services Team.~~
4. ~~Scheduling appointments for the Associate Superintendent and the Learning Services Team.~~
  - 4.1 ~~Book all travel arrangements for the Associate Superintendent and the Learning Services Team.~~
5. ~~Prepare the agenda for Supervisors meetings in consultation with the Associate Superintendent as well as attending the meetings, taking minutes and transcribing them and distributing them as required.~~



## Executive Secretary Finance

- 
- ~~6. Providing assistance for the organization of the new employee orientation including accommodation arrangements, meals, etc.~~
  - ~~7. Coordinating and planning of regional professional development, conferences and workshops in consultation with Associate Superintendent and the Learning Services Team.~~
  - ~~8. Working on special projects as requested, ie: AISI Projects, Administrators Handbook.~~
  - ~~9. Performing any other duties as assigned by the Associate Superintendent and the Learning Services Team.~~

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: STUDENT DATA AND EDUCATION TECHNOLOGY COACH JOB  
DESCRIPTION**

**ORIGINATOR: WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES**

<b>RECOMMENDATION</b>
That the Board approve in principle, the newly created job description for the position of Student Data and Education Technology Coach, as attached.

\*\*\*\*\*

**CURRENT SITUATION:**

**BACKGROUND:**

**OPTIONS:**





**Student Data and  
Education  
Technology  
Coach**

**IDENTIFYING INFORMATION**

POSITION TITLE: Student Data and Education Technology Coach

CLASSIFICATION TITLE:

DEPARTMENT: Administration

IMMEDIATE SUPERVISOR'S TITLE:

REASON FOR SUBMISSION:   X                  
Creation Change Update

Date: July 29, 2015

**POSITION SUMMARY**

The Student Data and Education Technology Coach will play a key role in improving the quality of education in Northland School Division by providing services to students and staff through supporting the use of the Division's electronic Student Information System and technology.

The incumbent:

1. Oversees the implementation of the Division's electronic student information system throughout the jurisdiction
2. Strives to foster amicable and effective working relationships with colleagues and
3. Maintains confidentiality

The Student Data and Education Technology Coach works collaboratively with the Accounts Manager, Records Management Clerk and the IT Network Administrator.



**Student Data and  
Education  
Technology  
Coach**

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assist and train school secretaries with/for the use of the following software:
  - 1.1 Student Information System (SIS) (currently Maplewood)
    - 1.1.1 New Year rollover
    - 1.1.2 Secondary grade reporting
    - 1.1.3 Provincial reporting
    - 1.1.4 Period attendance
    - 1.1.5 Scheduling
    - 1.1.6 Gradebook
    - 1.1.7 Divisional support contact for SIS concerns and assistance
  - 1.2 PASI
    - 1.2.1 PASI Core Integration and SIS
    - 1.2.2 SysPrep
    - 1.2.3 Edulink
    - 1.2.4 Divisional contact between SIS and PASI Core
  - 1.3 MS Word, Excel, Google Docs and Email
  - 1.4 Blackboard Collaborate
    - 1.4.1 Training site webmasters
    - 1.4.2 Divisional support team member
  
2. Coordinate the preparation and submission of student count data to Alberta Education for the purpose of receiving appropriate funding for school -- inclusive of:
  - 2.1 Instructing schools on procedures
  - 2.2 Gathering and compiling data inclusive of verifying grant codes for students (funding)
  - 2.3 Checking data for errors, additions and/or deletions, then instructing secretaries to make changes as required.
  - 2.4 Work with the Transportation Department to ensure congruence of data between VersaTrans system and SIS
  - 2.5 Work with Alberta Education to make necessary changes to complete September and March counts





## Student Data and Education Technology Coach

3. Liaison between Alberta Education, schools and Division.
  - 3.1 Developing and testing of reports using Maplewood generate information
  - 3.2 Assist school secretaries in standardizing office procedures
  - 3.3 Prepare training materials and present workshops on office software packages and procedures to Northland School Division staff
  - 3.4 Maintain and administer the Black board Collaborate system for automated calls to parents
  - 3.5 Engage with learning support services in data analysis of accountability pillar information (ie: literacy benchmark information, SLA's, PAT's, diploma exams)
  
4. Maintain software subscriptions for Education Tech
  - 4.1 IRC Streaming Services, Access Learning, Learn 360, Discovery Ed, Mathletics, Tumblebooks, ReadWriteGold
  - 4.2 Assist teachers/students with any username and password requirement

### Technology Coach

5. The Student Data and Education Technology Coach shall:
  - 5.1 Provide educational focus and direction for the integration of technology into the jurisdiction
    - 5.1.1 Research methods and strategies for teaching technology concepts and skills
    - 5.1.2 Provide and/or coordinate training and support to staff for curricular integration of technology
    - 5.1.3 Provide and/or coordinate training and support to staff in acquiring skills in technology
  
6. Provide consultative services for the deployment and use of technology in schools, in consultation with other Departments.
  
7. Assist schools in the delivery of small high school programs through a variety of alternative delivery modes, including video conferencing.



**Student Data and  
Education  
Technology  
Coach**

---

8. Attend meetings and workshops to ensure province wide standards and initiatives are implemented.
9. Provide leadership to the Northland School Division Technology committee in fulfilling mandate of the Division's technology plan.
10. Collaborate with the IT Services Department to coordinate educational initiatives pertaining to technology.
11. Collaborate with the IT Services Department to establish an ongoing budget, priorities and ensure smooth implementation of technology.
12. Perform other duties as assigned by Supervisor.

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** HOUSING COORDINATOR JOB DESCRIPTION  
**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

**RECOMMENDATION**

That the Board accept as information, the revisions to the job description for the position of Housing Coordinator, as attached.

\*\*\*\*\*

**CURRENT SITUATION:** This item was tabled at the August 28, 2015 Regular Board Meeting for further review by the Maintenance Committee.

**BACKGROUND:**

**OPTIONS:**





**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

**IDENTIFYING INFORMATION**

POSITION TITLE: ~~Facilities Manager—Housing~~  
**Housing Coordinator**

CLASSIFICATION TITLE: Administration

DEPARTMENT: Facilities & Maintenance

IMMEDIATE SUPERVISOR'S TITLE: ~~Director of Business Services~~  
**Secretary-Treasurer**

POSITION SUPERVISES: ~~Area Maintenance Supervisors~~  
~~Maintenance Secretary~~

REASON FOR SUBMISSION:              X               
Creation    Change    Update

**Date: July 6, 2015**

**POSITION SUMMARY**

The ~~Facilities Manager—Housing~~ **Housing Coordinator**, in collaboration with the ~~Director of Business Affairs~~, school administrators, and ~~jointly with the Facilities Manager—Projects~~ **Division Facility Manager** plans for all future housing facilities and ensures the viability, from a maintenance perspective, of all divisional housing and ~~Mobile CTS~~ facilities in a professional and confidential manner.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Maintenance services for the housing and ~~Mobile CTS~~ equipment;
2. The long and short term planning of the department in consultation with central office, field staff, Board Committees;



**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

3. Compliance with all Building code and Fire Safety Regulations, Occupational Health and Safety requirements in all ~~Divisional buildings~~ **all division-owned housing**;
4. The joint development of a maintenance **housing** budget with the ~~Facilities Manager~~ Projects for assigned areas and services;
5. Supervision of Area Maintenance Supervisors and Maintenance Secretary;
6. ~~Assists the Director of Business Affairs~~ **Division Facility Manager** with the development and implementation of long and short term plans for the Division;

**Develops long-range plans and processes to**

**6.1 Review housing equity across communities**

**6.2 Achieve a reduction of housing obligations to Northland School Division.**

7. ~~Develops a system of preventative maintenance and repairs services for the Division, including engineering, mechanical, electrical and other related systems, in accordance with Code and regulatory requirements in consultation with the Area Maintenance Supervisors;~~

**Utilizes the system of preventative maintenance and repairs for the housing units, using maintenance repair requests and tracking software – specifically maintenance connections.**

8. Provides an ongoing review of policy implementation and development relative to facility **housing** maintenance, in consultation with the ~~Director of Business Affairs~~ **Division Facility Manger**;
9. Is responsible for the joint evaluation of Area Maintenance Supervisors, and **input into the Maintenance Secretary's appraisal**;
10. ~~Makes recommendations for training programs and in services for the maintenance staff;~~



**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

---

11. Jointly Monitors the quality of services related to facilities **housing** and makes related recommendations to the ~~Director of Business Affairs~~ **Division Facility Manager**;
12. Ensures that all pertinent documents are prepared, including design drawings, building development permits, cost estimates, purchase orders, bid specifications, for capital and major R & M projects in assigned area;
13. Monitors the work of contractors for capital and R & M projects in assigned area;
14. Reviews and authorizes purchase orders and invoices for **housing** maintenance expenditures, capital building projects, and the major R & M projects in assigned area **with Division Facility Manager**;
15. Ensures the inspection of facilities **housing** and the preparation of reports concerning the status of all Northland School Division Housing buildings and ~~Mobile CTS equipment~~;
16. Liaises with:
  - 16.1 Alberta Labour Safety Branch concerning compliance with building(s), fire and safety codes in assigned area.
17. Participates in Finance/Maintenance/Transportation Committee in an advisory capacity when requested;
18. ~~Jointly calls meetings with Area Maintenance Supervisors~~ **Meets regularly with Division Facilities Manager** to review and discuss pertinent departmental issues;
19. Attends Northland Board meetings, providing answers to directed queries concerning maintenance, housing or capital projects, as requested;
20. Attends the following meetings, upon request:
  - 20.1 Local School Board Committees
  - 20.2 Settlement Offices
  - 20.3 Alberta Building Services



**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

---

- 20.4 Consultant reviews
- 20.5 Project deficiency reviews
- 20.6 Quality of Work Life
- 21. ~~In the absence of the Facilities Manger—Projects assumes the respective duties.~~ **New staff orientation and administrative meetings.**
- 22. Carries out additional duties as assigned by the ~~Director of Business Affairs~~ **Secretary-Treasurer.**
- 23. Jointly work in collaboration with the Area Maintenance Supervisors to address maintenance concerns and ensures adherence to the appropriate standards within budget constraints.
- 24. Inspects each residence with maintenance personnel annually (or more frequently if required) to review condition of housing unit and to establish maintenance priorities and projects that may be required.
- 25. **Ensures efficient check-ins/outs in a timely manner by maintaining trained local community personnel.**
- 26. **Ensures leases, utility information and tenant check-in/check-outs are up-to-date.**
- 27. **Ensures that tenants understand their responsibilities.**
- 28. Conducts accommodation inspections reports and/or ensures that all required inspections are completed.
- 29. Works collaboratively to resolve tenant concerns.
- 30. Develops and maintains a three-year housing plan, which must be updated annually.
- 31. Ensure that housing leases are current for all residences.





**Facilities  
Manager—  
Housing  
Housing  
Coordinator**

---

### **OTHER CONSIDERATIONS**

1. Proficient in Microsoft Office Professional, with an excellent command of Excel and Word. Working knowledge of Microsoft Access Database is desirable **and Maintenance Connection.**
2. Strong working knowledge of the Government of Alberta Residential Tenancies Act.
3. Working knowledge of the tendering process in a public service agency setting.
4. Excellent interpersonal skills.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** SCHOOL CUSTODIAN JOB DESCRIPTION  
**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

<b>RECOMMENDATION</b>
-----------------------

That the Board accept as information, the revisions to the job description for the position of School Custodian, as attached.
---

\*\*\*\*\*

**CURRENT SITUATION:** This item was tabled at the August 28, 2015 Regular Board Meeting for further review by the Maintenance Committee.

**BACKGROUND:**

**OPTIONS:**





## School Custodian

### IDENTIFYING INFORMATION

POSITION TITLE: School Custodian

CLASSIFICATION TITLE: School Custodian

DEPARTMENT: Maintenance

IMMEDIATE SUPERVISOR'S TITLE: School Principal

REASON FOR SUBMISSION:                         X    
 Creation    Change    Update

Date: August 2004

### POSITION SUMMARY

~~This position is responsible to maintain his/her local school in a clean and tidy manner by fulfilling the minimum requirements as set out in the School Cleaning Standards.~~

**This person(s) is responsible for maintaining a healthy, high standard of cleaning based on the minimum standards checklist.**

### MAJOR DUTIES AND RESPONSIBILITIES:

1. Sweeps, cleans, and maintains the school building in a neat and tidy condition **including washing and waxing of floors to maintain high standards.**
2. **Ensures** ~~Maintains~~ washrooms **are** ~~in~~ a clean and sanitary condition **at all times, wastepaper is removed and they are supplied with essential materials including:**
  - 2.1 Paper towels
  - 2.2 Toilet paper
  - 2.3 Soap



## School Custodian

---

- ~~3. Ensures that washrooms are supplied at all times with paper towels, toilet paper, and soap, and that the wastepaper is removed.~~
4. Ensures that porches, steps, and walks ~~within a minimum of ten feet from all school buildings~~ are kept free from snow and ice during the winter months.
5. Ensures the school grounds are kept in a tidy condition, **grass and weeds are cut as required, and removes** ~~and sees that all rubbish is removed.~~
- ~~6. Cuts grass and weeds in the school grounds as required.~~
7. Replaces light bulbs and fluorescent tubes as required.
8. Unplugs toilets and sinks that require only the use of a plunger or snake.
9. Assists the maintenance ~~men~~ **personnel** when required to do so.
10. Informs the **Principal and** maintenance department of any repairs identified during the course of their normal duties.
11. Receives technical advice from Maintenance department on use of cleaning products and equipment.
12. Washes windows inside and out once in the spring as soon as weather permits, and once in the fall ~~before freeze-up.~~
13. Makes all minor repairs to school buildings **when and where applicable.**
- ~~14. Washes and waxes the school floors to maintain a high standard of cleaning.~~
15. Responsible for maintaining an adequate inventory of approved janitor supplies at all times.



## School Custodian

---

16. Co-operates fully with all other school personnel **and maintenance staff.**
17. The caretaker's duties must be performed to the satisfaction of the School Principal and the maintenance staff.
18. Ensures that the School will be ready for normal use prior to the commencement of the school day.
19. ~~Keeps all chalk rails clean.~~ **Upon request, clean chalk rails and boards.**
20. Ensures that all windows and doors are locked at the close of the day, **and the alarm is set prior to leaving the building.**
21. Checks periodically **monthly** ~~and keeps in repair~~ all fire equipment, panic bolts, and sees that all exit doors operate freely **and reports to Principal/Maintenance staff any deficiencies.**
22. Is present at fire drills and takes all precautions against fires **hazards** in the school buildings **and on school grounds.**
23. Must maintain their storage area in a clean and tidy manner at all times.
24. Ensures all duties ~~not already mentioned in this position description but~~ included in the Minimum School Cleaning Standards Checklist are completed.
25. ~~Assists Maintenance department by completing monthly inspections of playground equipment and advising the department of any conditions that require attention.~~
26. **Complete all** All other janitorial ~~duties~~ **custodial requirements** related to the school as may be assigned ~~from time to time~~ by the School Principal.
27. Walk through with the principal quarterly.

**OTHER CONSIDERATIONS**

- Ability to perform duties to an acceptable standard.
- Willingness to take training courses in the use of custodial products and equipment to assist them in providing a positive educational environment including those courses as described in Policy GEA, Support Staff Classification.
- WHMIS training.
- Understanding of the potential hazards of the products used in the performance of his/her duties.
- **Assists Maintenance department by completing monthly inspections of playground equipment and advising the department of any conditions that require attention.**
- **Occupational Health & Safety Training**
- **First Aid/CPR**



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** NORTHLAND TEACHER CAREER FAIR DATES & RECRUITMENT  
**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

### RECOMMENDATION

That the Board of Trustees adopt the attached recruitment strategy for the 2015/2016 school year.

\*\*\*\*\*

**CURRENT SITUATION:** NSD, on average the past few years, hires 25-35 teachers and 4-6 principals/vice-principals. Currently we have 24 new teacher hires, 4 new principals, 3 moving principals, and 4 unfilled teaching positions. Most hiring occurs late in the school year as hiring notices are not posted until the division and school budgets are confirmed. Lately, the selection of qualified and quality Alberta candidates has been dropping.

**BACKGROUND:** Northland needs to be proactive in its search for both certificated leadership and instructional staff, recognizing the search for instructional staff will be different from that for divisional leaders.

Part of recruitment is having recognition and understanding of who the Northland student is and what the benefits of working for Northland School Division are. NSD's HR Department will build recognition by actively participating in career fairs and pre-interview forums in Alberta, Northern British Columbia & Saskatchewan.

However, principals are also noting the quality of candidates they are able to look at with our hiring cycle places NSD in a disadvantage as we have limited ourselves to the candidates left at the end of the hiring cycle. Identifying appropriate candidates as soon as possible is critical to successful staffing processes. Some principals have asked if NSD would consider offering early contracts when it is recruiting. They are also asking if NSD would consider looking at the Maritimes and Newfoundland as areas to recruit.

Statistically, about half of our new hires are from Alberta universities. It should be noted the bulk of this cohort are often people at the latter half of their career. Our newest to teaching hires tend to be from the east coast and represent about ¼ of our hires on average.

Another suggestion has been to go to certain universities in March-April before students finish and host interviews.

**OPTIONS:**

- Approve offering up to 10 contracts while recruiting or at University spring interviews.
- Expand career fair recruitment to East Coast and BC.

**New Teacher Hire Education Degree Geography**

Province	Year									
	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
	#	%	#	%	#	%	#	%	#	%
AB	11	22.9%	32	62.7%	11	44.0%	28	73.7%	13	31.7%
BC	5	10.4%	3	5.9%	2	8.0%	0	0.0%	1	2.4%
SK	3	6.3%	1	2.0%	1	4.0%	0	0.0%	5	12.2%
MB	1	2.1%	1	2.0%	0	0.0%	0	0.0%	0	0.0%
ON	12	25.0%	6	11.8%	2	8.0%	3	7.9%	4	9.8%
QB	1	2.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
NB/NF/NS	9	18.8%	6	11.8%	7	28.0%	6	15.8%	15	36.6%
USA	6	12.5%	0	0.0%	1	4.0%	1	2.6%	3	7.3%
Other	0	0.0%	2	3.9%	1	4.0%	0	0.0%	0	0.0%
<b>Total New Hires</b>	<b>48</b>	<b>100%</b>	<b>51</b>	<b>100%</b>	<b>25</b>	<b>100%</b>	<b>38</b>	<b>100%</b>	<b>41</b>	<b>100%</b>

**2015-2016 Career Fair Schedule:**

DATE	LOCATION	NORTHLAND REPRESENTATIVES
January 20, 2016	Werklund School of Education (University of Calgary)	HR, Principal, Community Representative
January 22, 2016	Faculty of Education (University of Saskatchewan)	HR, Principal, Community Representative
January 23 & 24, 2016	Bachelor of Education Programs (Cape Breton University, Mount Saint Vincent University, Saint Francis Xavier University, and Université Sainte Anne)	HR, Principal, Community Representative
January 25, 2016	Faculty of Education (University of Alberta)	HR, Principal, Community Representative
January 28?, 2016	Teacher Education North (Grande Prairie Regional College)	HR, Principal, Community Representative
March 11, 2016	Faculty of Education (University of Northern British Columbia)	HR, Principal, Community Representative





*Northland*  
School Division No. 61

## RECRUITMENT STRATEGY 2015-2016

Northland School Division No. 61 is an Alberta public education system whose population is primarily First Nations, Metis and Inuit (FNMI). The division requires certificated leaders and instructional staff who enable Indigenous Learning and support FNM Language and Culture to help lead education in its communities. Appropriate recruitment and assignment of division leaders and instructional staff is essential to providing high quality educational programs and services to the students of the division. As certificated staff will be working in diverse aboriginal communities it is also vital that potential employees have opportunities for engaging with local community perspectives and expectations within the process.

### Teacher Recruitment

Northland School Division needs to be proactive in its search for both certificated leadership and instructional staff. However, the search for instructional staff will be different from the search for divisional leaders. Teachers or instructional staff will be recruited from university faculties of education, with an emphasis on Western Canada and those that provide or are affiliated with Aboriginal Teacher Education Programs (ATEP). Northland will also advertise nationally for potential applicants from other universities and school boards.

Part of recruitment is having recognition and understanding of who the Northland student is and what the benefits of working for Northland School Division are. Building recognition and understanding requires Northland's Human Resource Department actively participate in career fairs and pre-interview forums when available. Even though the budget cycle is often out of synch with the prime recruitment time, identifying appropriate candidates as soon as possible is critical to successful staffing processes.

Northland School Division Human Resource Department will establish a Recruitment Team that includes the Directors of Human Resources and FNMI Education, with an FNMI principal. A representative of a Northland community will be invited to career fairs to provide a sample of the local context. The team's activities will include the following:

- Attend faculty of education career fairs at Western Canada Universities, with a priority being placed on programs with affiliations with ATEP (January-February);
- Attend student forums at colleges and universities offering ATEP (January-March); and
- Participate in pre-interview forums to identify potential instructional candidates from education students in Western Canada to short-list for interviews in communities at a later date (January-March);
  - Recommend for a contract with the assignment to be determined later exceptional candidates who display a significant match and value to the needs and priorities of Northland School Division to the superintendent. These

- employees would be the first brought forward to local school interview committees for consideration when hiring begins in the spring; and
  - Every year the board will establish a cap on the number of such contracts that can be offered.
- Work with ATEPs in Western Canada to develop awareness of Northland School Division (year round).

The Northland Recruitment Team will look to identify certificated teaching staff who demonstrate relevant:

- Academic preparation, including overall achievement and program content.
- Coursework in second language learning, indigenous education, experiential learning, inclusive instruction and individual differences.
- Competency in the Alberta Teacher Quality Standard, including classroom routines and management, teacher/student/parent relations, and lesson development and delivery.
- Experience with indigenous language and cultural settings. Qualified indigenous and/or local applicants shall be considered for employment equity.
- Overall suitability based on areas of expertise and personal background including philosophy of education, extracurricular and community interests.

#### Principal Recruitment:

Principal recruitment is much different than teacher recruitment. There is no ready source of new principals like there is of new teachers. School boards look to identify established successful leaders looking for a change or potential new principals with successful teaching experience looking for a move to a leadership position.

Northland is also looking for instructional leaders who have successful experience in Aboriginal and rural communities, school-based leadership, can build on the current strengths of the school, and can work towards improvement of literacy and language improvement through common Division goals and initiatives. Qualifications will include:

- Experience with and a passion for promoting educational success for Aboriginal learners, especially in their indigenous language and culture. Fluency in the language would be an asset.
- Focus on improving student success in achievement, literacy, numeracy and Aboriginal languages and culture.
- Ability to work closely with the community to build relationships in order to create a positive, inviting school environment that is integrated into the life of the community.
- Able to actively seek local partnerships to create innovative program opportunities to engage and challenge students and promote a sense of pride and accomplishment.
- Strong instructional leader who will work with staff to ensure that students have high quality learning experiences.
- Leads by example and is active in the life of the community.

- Has a minimum of 5 successful years of teaching experience. Completion of or progress towards a post-graduate program in Education Administration or equivalent will be an asset.

Northland leaders will hold as priority, improved student achievement, literacy, attendance, and professional development and training opportunities for all staff.

Recruitment will involve advertising regionally and nationally. The Northland Recruitment Team will pre-interview candidates who display a significant number of the identified qualifications desirable in a principal in the division. These pre-interviews is intended to create a pool of candidates every year that local school board interview committees can draw upon to interview for local leadership positions.

HR has \$51,000 in budget for Recruitment and In-service. Roughly this proposal would be budgeted at \$40,000. We would cut trips to keep on budget.

Recruitment Travel	Hotel-Room-Rental	Date	Recruitment Team
Calgary (Fair)	3800	Jan 19-21	up to 4
Saskatoon (Fair)	3800	Jan 21-23	up to 4
Halifax (Fair & Interviews)	14500	Jan 22-25	up to 6
Edmonton (Fair)	3800	Jan 24-26	up to 4
Grande Prairie (Fair)	2000	Jan 28-29	up to 4
Prince George (Fair & Interviews)	3550	March 10-12	up to 4
Edmonton Interviews	5700	April	up to 6
Grande Prairie (Interviews)	2000	April	up to 4
<b>Total</b>	<b>39150</b>		





## BOARD OF TRUSTEES

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ITINERANT TEACHER PROPOSAL

**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

### RECOMMENDATION

That the Board of Trustees approve hiring two part-time teachers at 0.50 FTE each to provide itinerant coverage for our more remote schools, funds to come from the approved June 2015 Supply Teacher Budget.

\*\*\*\*\*

**CURRENT SITUATION:** Northland School Division is required to provide certificated teachers to teach and supervise classes. Our first commitment when substitute teachers are required is to hire a certificated substitute. Many of our more remote schools are having difficulty filling short-term contract positions for sick leaves, such that they must use unqualified classroom supervisors for extended periods.

**BACKGROUND:** Northland School Division's first commitment when substitute teachers are required is to hire a certificated substitute. On many short-term occasions (less than 4 days) many schools will hire a classroom supervisor from the community who works under the supervision of a qualified teacher. For longer periods where NSD would have someone on contract, we should have a certificated substitute in place as per the School Act. This is becoming more and more difficult at our smaller remote locations. There are few people they can call on short notice to drop in and take responsibility from anywhere from a week to the rest of the year.

An option some principals have asked for is an on-call teacher. This is someone on a part-time contract whose position is to fill in as needed at these remote schools.

Their contract would be calculated as a number of days of service. They would travel and work as needed. Should they reach the number of days they are contracted for, we can either extend the contract or discontinue their services. The average salary and benefit cost for one full time teachers is \$107,185.00 and we should budget \$6,000.00 for travel expenses.

**OPTIONS:**

Approve the hiring of two 0.5 teachers to fill an itinerant teaching position role. One will primarily be assigned to the east side of the jurisdiction and the other to the west. This would be funded through the supply budget.

**BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: PROCEDURE 516, DISPOSAL OF DIVISIONAL PROPERTY**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

**RECOMMENDATION**

That the Board of Trustees approve in principle, the attached changes to Procedure 516, Disposal of Divisional Property.

\*\*\*\*\*

**CURRENT SITUATION:** Colin Kelly, Official Trustee requested that this procedure be revised and brought to the August FMT meeting for review.





## Procedure 516

### Disposal of Divisional Property

#### Background

The requirements of Section 200 of the *School Act* and the *Disposition of Property Regulations* shall be adhered to when divisional property is being disposed of.

#### Procedures

#### Non-Real Estate Fixed Assets

1. Prior to any such **non-real estate fixed assets** ~~property having a value in excess of \$10,000.00,~~ being submitted for write-off and disposal, the following shall occur:
  - 1.1 A written rationale for disposal of property must be submitted to the board by the Secretary-Treasurer along with the following documentation:
    - 1.1.1 A written assessment of the said property
    - 1.1.2 A written appraisal as to the value
    - 1.1.3 A completed fixed asset disposal request signed by the Assistant Secretary-Treasurer.
  - 1.2 ~~When the board has approved the disposal of any real or personal property with a value of \$10,000.00 or more, the Finance/Maintenance/Transportation Committee has the authority to review the bids and make a recommendation to the Board.~~
  - 1.3 **After board approval, the items will be listed for tenders/bids.**
  - 1.4 **Information regarding the tendering process and item descriptions will be posted on the divisional website and in the newsletter, posted on the Alberta Purchasing Connection website, emailed to each school and Local School Board Committee and posters developed and provided to the school**



## Disposal of Divisional Property

**administration, for posting in the communities and at the schools, and advertised in the newspaper where the items are located.**

2. Where divisional property having a value of less than \$10,000.00 is being disposed of, the following shall apply **occur**:
  - 2.1 The Superintendent or the Secretary-Treasurer will recommend the disposal of such property. A list of property recommended for disposal will be submitted to the board for approval. The superintendent or the Secretary-Treasurer may also recommend that an item not be approved for sale and will be disposed of at a local dump site because of its condition **due to condition**.
  - 2.2 Divisional **school** property which has been approved for disposal will be disposed of in the following manner:
    - 2.1.1 The Secretary-Treasurer will advise the principal which items are to be disposed of.
    - 2.1.2 The ~~principal~~ **Secretary-Treasurer** shall advertise in the community for a period of at least two weeks, the items that are to be sold. The advertisement should state where and when the items can be seen, state the closing date and time for accepting bids, state the items to be sold and that the highest or any bid may not necessarily be accepted.
    - 2.1.3 ~~The principal shall only accept written bids on the authorized form.~~
    - 2.1.4 The ~~principal~~ **Secretary-Treasurer** shall compile a list of bids received and forward it to the Secretary-Treasurer along with all bids, a cheque or money order, and a copy of the advertisement. If no bid is received, the Secretary-Treasurer, in conjunction with the principal, will arrange to have the property disposed of. The items will either be moved to another location and offered for sale or disposed of at the local dump-site.



## Procedure 516

### Disposal of Divisional Property

- 2.1.5 The principal **Secretary-Treasurer** shall notify the successful bidder. In all cases a cheque or money order made payable to Northland School Division No. 61 shall be received by central office and a receipt forwarded to the principal prior to releasing the property.
3. The following procedures shall be observed where non-functioning equipment is to be discarded:
- 3.1 The Secretary-Treasurer may request that a repair company provide a cost of repairs before determining whether the item shall be repaired or will recommend disposal of such items.
- 3.2 The Secretary-Treasurer will determine whether the items shall be repaired or will recommend the disposal of such items to the Superintendent.
4. In cases where divisional property has been lost or stolen from any facility, the following steps shall be undertaken:
- 4.1 The principal, in case of schools and the area maintenance supervisors, in case of other facilities, will immediately report any such losses to the R.C.M.P. and prepare a vandalism report, Form E200, which is included in the Forms Manual, ensuring the R.C.M.P. file number is noted on the document. The principal shall submit copies to the Local School Board Committee and the Superintendent. The area maintenance supervisors will submit copies to the superintendent and the relevant Local School Board Committee.
- 4.2 If items are missing as a result of a break-in or theft, and not recovered within 90 days, the secretary-treasurer will submit a claim for such losses to ~~our~~ **the** insurance company. ~~The items would then be replaced with insurance monies if applicable.~~
- 4.3 If items are noted as "missing" when the annual school physical inventory is taken, the Secretary-Treasurer will be notified.

### Bid Process:

**Procedure 516****Disposal of  
Divisional  
Property**

- 
- 1. Relevant information about the sale item is to be collected – location, make, model, serial number, condition.**
  - 2. A schedule for viewing, if required, is developed – times, location.**
  - 3. An ad is drafted, and placed for at least two weeks in the local newspapers.**
  - 4. Bids to be submitted to the Secretary-Treasurer, sealed, with the bid description on the front of the envelope.**
  - 5. Bids are to be accompanied by a 10% deposit payable by a certified cheque or money order.**
  - 6. Bid opening date to be open to the public.**
  - 7. Bids received by phone, fax or email will not be accepted.**
  - 8. Highest bid may not be accepted.**
  - 9. In the case of tie bids, the bid received first will be declared the winning bid.**
  - 10. An analysis of the bids is to be completed, and a recommendation for the winning bid is to be submitted to the Finance, Maintenance and Transportation committee.**



**BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: PROCEDURE 500, BUDGET**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

**RECOMMENDATION**

That the Board of Trustees approve in principle, the attached changes to Procedure 500, Budget.

\*\*\*\*\*





## Procedure 500

### Budget

---

#### Background

The preparation of the annual operating budget is a major undertaking and essential to ensure that available funds are available, and appropriately allocated, in order to provide a high quality educational programming. The Superintendent is responsible to the board for the preparation and presentation of the budget. The coordination of the budget development process has been assigned to the Secretary-Treasurer.

#### Procedures

1. Budget planning will be a year-round process involving the participation of the board, Local School Board Committees, central office administrators, school principals, teachers, other staff members.
2. The budget proposal submitted to the board for approval shall be balanced, but may require funds from accumulated surplus, and shall provide:
  - 2.1 Programs to meet the needs of the entire student body.
  - 2.2 Staffing arrangements adequate for the proposed programs.
  - 2.3 Maintenance of the division's equipment and facilities.
  - 2.4 Efficiency and economy.
3. The Secretary-Treasurer shall provide each department and school with an initial allocation upon which to begin the development of the budget. Funding will be distributed on the basis of an equitable per student grant and earmarked funds for specific programs.
4. Each department head shall develop and submit a budget based on initial allocations after seeking the advice and suggestion of staff members and other advisory groups.
5. Each school principal shall develop and submit a school budget based upon the initial allocation after seeking the advice and suggestions of staff members and the Local School Board Committee. The budget submitted must be supported by a Local School Board Committee motion.



- 
6. Department heads and school principals will develop and submit requests for new programs and services only after seeking the advice and suggestions of staff members and related advisory groups.
  7. The budget submitted to the board for approval shall include:
    - 7.1 A consolidation and consideration of the submissions made by the department heads and school principals.
    - 7.2 The details on proposed programs and service changes such as additions and reductions.
    - 7.3 The current year's budget for comparison purposes.
    - 7.4 The year-end projection of the current year's data for comparison purposes.
    - 7.5 The most recent year-end actual data for comparison purposes.
  8. The Secretary-Treasurer shall present the proposed budget to the Finance and Transportation/Maintenance Committee for discussions and consideration before presenting it to the board for final consideration and approval.
  9. **Two budgets are developed annually – one due May 31 for the next school year and an update due November 30, incorporating actual September 30 enrolment.**
  10. **A draft budget will be presented to the Board at the April board meeting and adjustments made, if any, for final presentation at the May board meeting.**
  11. **The November updated budget will be presented at the November board meeting. If extensive changes are required, a draft update will be presented at the October board meeting.**

**BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: PROCEDURE 504, UNCOLLECTIBLE ACCOUNTS**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

**RECOMMENDATION**

That the Board of Trustees receive as information, the attached changes to Procedure 504, Uncollectible Accounts.

\*\*\*\*\*





## Procedure 504

### Uncollectible Accounts

#### Background

Over the course of the year it is recognized that after having made a significant effort to collect funds owing the division some accounts will be deemed to be uncollectible. These uncollectible accounts will be deleted from the accounting records in accordance with the following procedures.

#### Procedures

1. In order to deem an Account Receivable uncollectible, the Secretary-Treasurer will:
  - 1.1 Contact the debtor by telephone or letter requesting payment in full, or the establishment of an acceptable repayment schedule.
  - 1.2 Contact the debtor by telephone when possible, in the event of non-payment or default in the repayment schedule.
  - 1.3 If no response to Step 2, forward a double-registered *Demand for Payment* letter to the debtor, allowing ten working days only from the date of delivery of the Demand Letter by the Post Office to the debtor, for payment to be made in full.
  - 1.4 If no response to the Demand Letter is received within the ten-day time limit, the Secretary-Treasurer may file a claim in **Small Debts Claims** Court or request the division's lawyer to institute collection proceedings.
  - 1.5 Refer the account to a collection agency prior to initiating action in **Small Debts Claims** Court.
  
2. Should the account remain uncollected, and the chances for collection are not positive, the Secretary-Treasurer shall:
  - 2.1 For accounts up to \$1,000:00, bring the matter to the attention of the Superintendent who has the authority to declare the account uncollectible and approved for write off.
  - 2.2 For accounts in excess of \$1,000:00, bring the matter before the board and seek approval to declare the account uncollectible and approved for write off.





**BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**FROM: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: 2015 BY-ELECTION DATE SET**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

**RECOMMENDATION**

That the Board of Trustees approve setting a by-election date of November 4, 2015 for the following communities: Chipewyan Lake, Conklin, Gift Lake and Grouard.

\*\*\*\*\*

**BACKGROUND:** Currently there is one (1) LSBC vacancy in each of the following 4 locations: Chipewyan Lake, Conklin, Gift Lake and Grouard. Nomination day will be set as Wednesday, October 7, 2015 between 10:00 a.m. and 12:00 p.m., if more than one set of nomination papers are received at the location, a by-election will be held for the vacancy, with advertising to be placed in the local newspapers 2 weeks preceding the Election Day. If the number of nomination papers received fills the number of vacancies for that location, the candidate will be acclaimed at 12:00 p.m. the following day.



**BOARD OF TRUSTEES**

**TO: COLIN KELLY,  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**FROM: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: DISPOSAL OF RECORDS**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

**RECOMMENDATION**

That the Board of Trustees approve the disposal of records, as attached, in accordance with Procedure 110, System Records.

\*\*\*\*\*

**BACKGROUND:** Each year records are pulled for destruction in accordance with our Records Retention Procedure. The attached list indicates the documents that are scheduled for destruction.

**SUPPORTING DOCUMENTS:** Schedule of Disposed Records.



Computer generated or handwritten



## RECORDS DISTRIBUTION AUTHORIZATION AND CERTIFICATE

Department, Unit, Name, Address Finance	Department Manager Trudy Rasmuson
	Date Sept. 11, 2015

The records listed below are now eligible for destruction according to the approved records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. Your signature below attests that no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up the destruction exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Schedule Item No.	Series Title, Inclusive Dates, and Total Volume	Scheduled Destruction Date	Revised Destruction Date
1	Accounts Payable - Vendor Statements 2008	Aug. 31, 2015	
2	Accounts Payable - School Food Services 2008	Aug. 31, 2015	
3	School Food Services - GST Rebates 2003-2005	Aug. 31, 2015	
4	Student Count - Nominal Roll Working Papers 2007-2008	Aug. 31, 2015	
5	Bank Reconciliation EFT Transmissions 2008	Aug. 31, 2015	
6	School Food Services - Cancelled Cheques Sept. 2006 -Aug. 2008	Aug. 31, 2015	
7	Cancelled Cheques 2007-2008	Aug. 31, 2015	

Reason for Continued Retention
--------------------------------

Security Destruction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department Manager Signature <i>Rasmuson</i>	Date <i>Sept 11 / 15</i>
---	---	-----------------------------

### Certificate of Destruction

This completed and signed form certifies that the records listed above have been destroyed on the date shown below.

If Security Destruction, Witnessed By (Signature)	Date
Records Center Manager (Signature) <i>Mary Lubbers</i>	Date <i>Sept 11, 2015</i>

E992-01-07  
White

Computer generated or handwritten



## RECORDS DISTRIBUTION AUTHORIZATION AND CERTIFICATE

Department, Unit, Name, Address Finance	Department Manager Trudy Rasmuson
	Date Sept. 11, 2015

The records listed below are now eligible for destruction according to the approved records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. Your signature below attests that no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up the destruction exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Schedule Item No.	Series Title, Inclusive Dates, and Total Volume	Scheduled Destruction Date	Revised Destruction Date
8	School Generated Funds 2008	Aug. 31, 2015	
	2008		
9	Direct Transmission 2008	Aug. 31, 2015	
10	Journal Entries 2008	Aug. 31, 2015	
	GE99157-99325		
11	Journal Entries	Aug. 31, 2015	
	GE99001-99156		
12	Purchase Orders 2008-2009	Aug. 31, 2015	

Reason for Continued Retention

Security Destruction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department Manager Signature <i>Rasmuson</i>	Date <i>Sept 11/15</i>
---	---	---------------------------

### Certificate of Destruction

This completed and signed form certifies that the records listed above have been destroyed on the date shown below.

If Security Destruction, Witnessed By (Signature)	Date
Records Center Manager (Signature) <i>M. Lullens</i>	Date <i>Sept 11, 2015</i>

Computer generated or handwritten



## RECORDS DISTRIBUTION AUTHORIZATION AND CERTIFICATE

Department, Unit, Name, Address Transportation	Department Manager Susanne Jones
	Date Sept. 11, 2015

The records listed below are now eligible for destruction according to the approved records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. Your signature below attests that no unresolved (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up the destruction exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Schedule Item No.	Series Title, Inclusive Dates, and Total Volume	Scheduled Destruction Date	Revised Destruction Date
1	School Field Trips 2008 - 2009	Aug. 31, 2015	
2	School Field Trips 2009 - 2010	Aug. 31, 2015	

Reason for Continued Retention

Security Destruction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department Manager Signature <i>S. Jones</i>	Date <i>Sept 11/15</i>
---	---	---------------------------

### Certificate of Destruction

This completed and signed form certifies that the records listed above have been destroyed on the date shown below.

If Security Destruction, Witnessed By (Signature)	Date
Records Center Manager (Signature)	Date





## BOARD OF TRUSTEES

COLIN KELLY  
TRUSTEE OF THE BOARD

DATE: OCTOBER 2, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: PADDLE PRAIRIE PORTABLE CLASSROOM SALES TENDER

---

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

### RECOMMENDATION

That the Board of Trustees accept the following bids for the two portable classrooms in Paddle Prairie and recommend transferring 2 units to the Paddle Prairie Metis Settlement with the condition that the units be removed from the current site as soon as possible.

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
89.2 square meters	Paddle Prairie Metis Settlement	\$0
81.6 square meters	Keith Price	\$4,200.00
72.00 square meters	Paddle Prairie Metis Settlement	\$0
80.00 square meters	Emma Willetts	\$100.00

\*\*\*\*\*

**CURRENT SITUATION:** Invitation to participate in Northland's tender for the purchase of four used portable classrooms in Paddle Prairie was advertised and were received by the Secretary-Treasurer at 2:00 p.m. on August 26, 2015.

Other Bids Received:

89.2 square meters  
No bids submitted

81.6 square meter  
Paddle Prairie Seniors Group - \$0

72.00 square meters  
No bids submitted

80.00 square meters  
No other bids submitted



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** WABASCA MOBILE HOMES TENDER

---

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY-TREASURER

### RECOMMENDATION

That the Board of Trustees accept the following bids for the six mobile homes in Wabasca:

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
1. #198/298 Double Ender	Kenny Gladue	\$11,000.00
2. #215 – 1994 16' x 64'	Gerald Monette	\$2,500.00
3. #222 – 1995 16' x 64'	Kenny Gladue	\$10,000.00
4. #226 – 1997 16' x 60	Lawrence Oar	\$7,500.00
5. #227 – 1997 16' x 60'	Lawrence Oar	\$10,000.00
6. #209 – 1997 16' x 66'	Aaron Cardinal	\$20,100.00

\*\*\*\*\*

**CURRENT SITUATION:** Invitation to participate in Northland's tender for the purchase of six used mobile homes in Wabasca was advertised and were received by the Secretary-Treasurer at 2:00 p.m. on August 26, 2015.

Other Bids Received:

**1. #198/298 Double Ender**

Sophie Gladue – \$1,000  
 Robert Stretch - \$1,050  
 Bigstone Cree First Nation - \$2,000  
 Bertha Auger - \$2,000

**2. #215 – 1994 16' x 64'**

Larry Derr - \$1,200  
 Robert Stretch - \$1,100  
 Herman Alook - \$1,000  
 Bigstone Cree First Nation \$2,000

**3. #222 – 1995 16' x 64'**

Jerry Jackson - \$3,000  
 Mildred Hopfe - \$500  
 Crystal Yellowknee - \$1,500  
 Sophie Gladue - \$500  
 Debbie Zezula - \$4,100  
 Mary Bowles - \$5,500  
 Janet Decoine - \$1,200  
 Carolyn Merkle - \$2,000  
 Josie Auger - \$2,000  
 Robert Stretch - \$2,450  
 Herman Alook - \$1,000  
 Bigstone Cree First Nation - \$2,000  
 Sherry Cardinal - \$2,900  
 \*Wayne Taron - \$10,000

\* Two bids were received in the same amount – the first bid in procedure was done to award the tender.

**4. #226 – 1997 16' x 60'**

Herman Alook - \$1,000  
 Bigstone Cree First Nation - \$2,000  
 Sherry Cardinal - \$2,900

**5. #227 – 1997 16' x 60'**

Lila Brule - \$100  
 Nelly Gibert - \$1,200  
 Joy Grant - \$500  
 Noel Beauregard - \$1,500  
 Beatrice Gullion - \$3,500  
 Brenda Blakeney - \$3,100  
 Keith Blakeney - \$5,000  
 Debbie Zezula - \$6,100  
 Larry Derr - \$5,100  
 Gerald Monette - \$5,000  
 Mary Bowles - 5,550  
 Carolyn Merkle - \$2,000  
 Erin Beaver - \$1,000  
 Herman Alook - \$1,000  
 Bigsone Cree - \$2,000  
 Sheryl Cardinal - \$2,900  
 Bertha Auger - \$2,000  
 Wayne Taron - \$4,000  
 Elliot Yellowknee - \$1,500

**6. #209 – 1997 16' x 66'**

Sophie Gladue - \$500  
 Herman Alook - \$1,000  
 Bigstone Cree First Nation - \$2,000

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: CALLING LAKE MOBILE HOMES TENDER**

---

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

**RECOMMENDATION**

That the Board of Trustees accept the following bids for the two mobile homes in Calling Lake:

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
1. #219 – 1994 Ridgewood 16’ x 60’	Reanna Courtorielle	\$6,500.00
2. # 210 – 1995 16’ x 60’	Larry Deer	\$11,200.00

\*\*\*\*\*

**CURRENT SITUATION:** Invitation to participate in Northland’s tender for the purchase of two used mobile homes in Calling Lake was advertised and were received by the Secretary-Treasurer at 2:00 p.m. on September 4, 2015.

Other Bids Received:

**1. #219 – 1994 Ridgewood 16’ x 60’**

- Nelly Gibert - \$22,000 (disqualified bid)
- Larry Deer - \$11,200 (only if #210 bid unsuccessful)
- Jim Yuill - \$900
- Chris Rae - \$5,700
- Carolyn Merkle - \$4,000

**2. #210 – 1995 16’ x 60’**

- Sharon Lookskin - \$1,000
- Miranda Cowan - \$2,100
- Jim Yuill - \$1,100
- Chris Rae - \$5,700



## BOARD OF TRUSTEES

COLIN KELLY  
TRUSTEE OF THE BOARD

DATE: OCTOBER 2, 2015

PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

SUBJECT: CALLING LAKE PORTABLE CLASSROOM SALES TENDER

---

ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER

### RECOMMENDATION

That the Board of Trustees accept the following bids for the two portable classrooms in Calling Lake and recommend Northland School Division No. 61 keep unit #2 unit as a CTS Classroom.

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
#1. 26' x 46'	Dan Geletta	\$5,700.00
#3. 24' x 32'	Bigstone Cree Nation	\$2,000.00

\*\*\*\*\*

**CURRENT SITUATION:** Invitation to participate in Northland's tender for the purchase of three used portable classrooms in Calling Lake was advertised and were received by the Secretary-Treasurer at 2:00 p.m. on August 26, 2015.

**Other Bids Received:**

**1. 26' x 46'**

Bigstone Cree Nation - \$2,000

Calling Lake Community - \$0

Jim Yuill - \$500

**2. 24' x 40'**

Bigstone Cree Nation - \$2,000

Calling Lake Community - \$0

**3. 24' x 32'**

Calling Lake Community - \$0





**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CLASSROOM USE BY WILLOW LAKES TINY TOTS IN ANZAC

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY TREASURER

<b>RECOMMENDATION</b>
-----------------------

That the Board of Trustees approve the use of a classroom for a daycare program at Anzac Community School.
--

\*\*\*\*\*

<b>CURRENT SITUATION:</b>	Presently, there is no daycare program in Anzac. The classroom the group is proposing to use is currently vacant, and previously housed the Headstart program. The Anzac Community School Principal and Local School Board Committee Members support the request.
---------------------------	---



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: LITTLE BUFFALO WATER HAUL**

**ORIGINATOR: TRUDY RASMUSON, SECRETARY TREASURER**

<b>RECOMMENDATION</b>
That the Board of Trustees approve for tender the hauling of water to the MD water distribution plant in Little Buffalo.

\*\*\*\*\*

<b>CURRENT SITUATION:</b>	Currently, the hauling is being contracted through Northern Sunrise County, for about \$5,000 a month. In addition to the charge for the hauling, a 12% administrative fee is being added to the invoice.
<b>BACKGROUND:</b>	The County took over the water haul several years ago, when the water treatment facility was moved outside the community. At that point, NSD felt it was the responsibility of the County to provide water. However, it is NSD's responsibility to haul the water to the school, so the contract should be tendered.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** PART-TIME JUNIOR ACCOUNTS PAYABLE CLERK

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY TREASURER

<b>RECOMMENDATION</b>
-----------------------

That the Board of Trustees approve the hiring of a part-time junior accounts payable clerk with the funds coming from the June 2015-2016 Budget.
--

\*\*\*\*\*

<b>CURRENT SITUATION:</b>	The Finance department is finding itself short-staffed after the resignation of a full-time accounts payable clerk.
<b>BACKGROUND:</b>	The department originally planned to cut the position and use the current staff to carry out the duties carried out by the person in the eliminated position. However, the plan worked out for carrying out the duties is not working, and some of the work is not being completed on a timely basis. As well, staff members are being pulled from year-end tasks in order to complete day-to-day duties, putting the completion of the year-end audit in jeopardy. The clerk would be hired with the intention of having him/her cross train with the Account Manager for succession planning.
<b>INFORMATION:</b>	The proposal is to hire a .6 junior accounts payable clerk, which would cost the Division about \$30,000 annually.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CTS SHOPS IN PADDLE PRAIRIE AND CALLING LAKE

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY TREASURER

<b>INFORMATION</b>
--------------------

<p>That the Board of Trustees approve the production of floor plans and construction specifications for two CTS shops in Paddle Prairie and Calling Lake as part of gathering information for building a larger CTS plan.</p>
---

\*\*\*\*\*

<b>CURRENT SITUATION:</b>	Both communities require space to conduct CTS classes (construction trades). The space needs to be soundproofed from the main school, as the noise generated from the classes can be disruptive.
<b>BACKGROUND:</b>	The shop in Paddle Prairie would contain three areas – storage, utility room and a shop. The Calling Lake shop would be used for a CTS shop and CTS supply storage.
<b>INFORMATION:</b>	<p>Cost are:</p> <p>Paddle Prairie - \$250,000 (new build)</p> <p>Calling Lake - \$100,000 (renovate portable)</p> <p style="padding-left: 100px;">\$175,000 (new build)</p> <p>Costs do not include the CTS equipment.</p>





**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: SALE OF FORT FITZGERALD LAND**

---

**ORIGINATOR: TRUDY RASMUSON, SECRETARY-TREASURER**

<b>RECOMMENDATION</b>
That the Board of Trustees approve the sale of .88 acres of land, located at Lot 5, Fort Fitzgerald Settlement, in the Regional Municipality of Wood Buffalo.

\*\*\*\*\*

**CURRENT SITUATION:** Northland School Division owns .3561 acres, located in the 8240, Ward 2 – Fort Fitzgerald. There is a building on this land that does not belong to Northland.

**BACKGROUND:** A copy of the property assessment dated May, 2015, which places the market value of the parcel at \$8,910. We were unable to obtain an appraisal.



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** LOCAL SCHOOL BOARD COMMITTEE MINUTES RECEIVED

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

<b>RECOMMENDATION</b>
That the Board of Trustees receives the Local School Board Committee Minutes as outlined on the attached list:

\*\*\*\*\*



**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
INCLUDED IN THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD MEETING AS OF SEPTEMBER 16, 2015**

<b>LSBC NAME</b>	<b>DATE(S) OF MEETING</b>	<b>DATE(S) RECEIVED</b>
Anzac/Bill Woodward	Aug 25, 2015	Aug 25, 2015
Athabasca Delta	Aug 31, 2015	Sep 15, 2015
Bishop Routhier		
Calling Lake	Aug 26, 2015	Aug 27, 2015
Chipewyan Lake		
Conklin	Aug 28, Sep 9, 2015	Sep 16, 2015
Desmarais		
East Prairie	Apr 15, Jun 10, 2015	Sep 14, 2014
Elizabeth	Aug 26, 2015	Sep 14, 2015
Fort McKay	Aug 27, 2015	Sep 1, 2015
Gift Lake	Sept 9, 2015	Sept 10, 2015
Grouard		
J.F. Dion	Sep 8, 2015	Sep 16, 2015
Janvier	Sept 2, 2015	Sept 9, 2015
Keg River		
Little Buffalo	Sep 14, 2015	Sep 15, 2015
Paddle Prairie		
Peerless Lake		
Pelican Mountain		
Susa Creek		
Trout Lake		
Wabasca	Jun 16, Sep 8, 2015	Sep 16, 2015

**LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES NOT RECEIVED AS OF SEPTEMBER 16, 2015**

<b>Local School Board</b>	<b>Last Minutes Submitted</b>
Anzac/Bill Woodward	
Athabasca Delta	
Bishop Routhier	May 4, 2015
Calling Lake	
Chipewyan Lake	Jun 11, 2015
Conklin	
Desmarais	Jun 17, 2015
East Prairie	
Elizabeth	
Fort McKay	
Gift Lake	
Grouard	Oct 6, 2014
J.F. Dion	May 11, 2015
Janvier	
Keg River	Jul 15, 2015
Little Buffalo	
Paddle Prairie	Jun 8, 2015
Peerless Lake	Jun 18, 2015
Pelican Mountain	May 13, 2015
Susa Creek	May 11, 2015
Trout Lake	Jun 15, 2015
Wabasca	



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ADMINISTRATIVE ACTION –  
LOCAL SCHOOL COMMITTEE MINUTES RECEIVED

That the Board of Trustees approve of the action taken by Administration with respect to local board minutes received, as outlined below:

\*\*\*\*\*

<b>Committee</b>	<b>Action Taken/ Motion</b>
LITTLE BUFFALO LSBC (14/09/2015)	<b>Exclude</b> Motion 03/15/16 moved by Dwight and seconded by Larry to keep our cold weather policy at -35 not -40.
LITTLE BUFFALO LSBC (14/09/2015)	<b>Pull - refer to administration.</b> Comment: Old Business B. Gym use - anyone using the gym for their own personal fundraising outside of school functions there will be a \$50 rental charge that will go to cleaning supplies, someone to clean up the gym and up keep of equipment.
EAST PRAIRIE LSBC (06/10/2015)	<b>Pull - refer to administration</b> Comment: 4. Business arising from previous minutes: Karen L'H asked if we can look into getting cameras on the bus. Discussion to post for casual drivers in the community for subs. The sub driver is interested to continue in September.
CALLING LAKE LSBC (08/26/2015)	<b>Pull Motions from Principal's Update: (no motion numbers) - refer to administration</b> Moved that the Principal requests NSD central office staff to remove the portables and trailers/mobile homes from the school grounds before August 30 or the first formal and required arrival of students on the grounds. The presence of these buildings on the school site poses extreme and obvious danger to the physical safety of all students, staff and community members who are required to be on site for the first day of school.
CALLING LAKE LSBC (08/26/2015)	<b>Pull - refer to administration</b> Comment: Staffing: Local ATEP grad is being told she is guaranteed a job in NSD. She technically has not been placed yet. I thought we had an agreement that local people would be placed here in our school.
CALLING LAKE LSBC (08/26/2015)	<b>Pull - refer to administration</b> Motion (no number): Principal will request a report from NSD on the summer school program of summer 2014. Both reports will be provided to the board at our next meeting.
ADCS LSBC (08/31/2015)	<b>Pull - refer to administration</b> Comment: Follow up - 7. ADCS Counsellor Position Update - Feeling more could have been done on the part of NSD.
ANZAC LSBC (08/25/2015)	<b>Pull - refer to administration</b> Comment: 2. Enrollment ... If that number of students come, administration feels that they may have to cap the number coming as there is no place to put another teacher in teacherage.





## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE:       OCTOBER 2, 2015**

**PRESENTED BY:**     DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:**           COVERING MOTION  
                   IN-LIEU DAYS FOR ADMINISTRATORS

**ORIGINATOR:**       DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

### RECOMMENDATION

That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relate to the 2015-2016 in-lieu days for administrators.

\*\*\*\*\*

**CURRENT SITUATION:**   One covering motion receiving in-lieu days for administrators will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
ADCS	August 31, 2015	709-15-08-31
East Prairie	June 10, 2015	15.06.065
Elizabeth	August 26, 2015	2015.08.840
Fort McKay	August 27, 2015	22-15
Wabasca	June 8, 2015	3036/06/15



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** COVERING MOTION  
ANNUAL EDUCATION RESULTS REPORT/ANNUAL PLAN

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

<b>RECOMMENDATION</b>
That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relates to the 2014-2015 Annual Education Results Report, 2015-2016 Annual Plan.

\*\*\*\*\*

**CURRENT SITUATION:** One covering motion receiving organization plan motions will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>



## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** COVERING MOTION  
 ORGANIZATION PLANS

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

### RECOMMENDATION

That the Board of Trustees receive as information and refer to administration, all Local School Board motions which relate to Organizational Plans.

\*\*\*\*\*

**CURRENT SITUATION:** One covering motion receiving organizational plans motions will eliminate the need to refer these motions from each Local School Board Committee meeting minutes. These are:

<u>Committee</u>	<u>Date</u>	<u>Motion No.</u>
East Prairie	June 10, 2015	15.06.063
Gift Lake	September 9, 2015	411.15



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ANZAC/BILL WOODWARD LOCAL SCHOOL BOARD COMMITTEE  
MEETING MINUTES  
- AUGUST 25, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





# Anzac LSBC Board Meeting

August 25, 2015

3:16 PM

Attendance:

Geoff PJ

Jamie L

Bryan K

Cleo R

Dave C

1. Meetings for the year:
  - a. Next meeting dates are as follows:
    - Sept 22, 2015
    - Oct 20, 2015
    - After that every third Tuesday of the month.

2. Enrollment:

Enrollment should be about the same. There have been a couple people say that they are leaving but a couple of new students have signed up.

There is a rumour that there are 20 - 40 students from Janvier that are planning to attend this year. If that number of students come, administration feels that they may have to cap the number coming as there is no place to put another teacher in a teacherage.

3. We are currently down one teacher. Geoff and Jamie are currently attempting to fill the position. They hope to have it filled in the next couple of day and have the successful applicant on the ground by Monday.

If not, Jamie and Geoff will cover off until we can get the right person in place.

4. We have tentatively been selected as an apple school. That means that we are being considered for funding for a .3 position for someone to come into the school and work with the kids on healthy eating and exercise. The position would last for 2 years and then step down to a .2 position. There would also be funding for food which could augment the budget that we currently have. The Apple School program information is available online and they are currently looking for federal funding so that we can get the program off the ground. They hope to know about the funding right after the election and hopefully start in the new year.

Adjournment



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ADCS LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- AUGUST 31, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



**Athabasca Delta Community School  
Local School Board Meeting Minutes  
Monday August 31, 2015**

**Attending:**

Julia Cardinal  
Tania Dashcavich  
Kerri Ceretzke  
Dan Mercredi  
Wes Silliker  
Lorraine Cardinal

Mike Mercredi  
Bailey Campbell  
Lisa Murphy

**Regrets:** Claris Voyageur

1. Prayer: 6:40 p.m. Tania Dashcavich
2. Review of the Agenda 702-15-08-31  
Addition: Citizen Recognition Program (Julia)  
Addition: #17 – Online Education (Dan)  
Approved by: Lorraine Cardinal
3. Approval of the June 29 Minutes 703-15-08-31  
Approved by: Tania Dashcavich
4. Principal's Report

**Staffing**

- No Inclusion Teacher (no resumes flowing in)
- Counsellor Position – Awaiting Update from NSD
- Bus Driver Needed

**Schedule**

- Changes from last year including putting teachers in specialities, variety of teachers for students, later start, no split classes, no early dismissal Friday, etc.

**Budget**

- Waiting for updated school budget
- LSB Budget handed out

**Housing**

- Windows & some flooring replaced. Roofs to be started.
- How did houses get prioritized?
- Christy coming for her first look second week of September.

- No new doors
- Fire inspection had 18 concerns. Fire com notified and fixed many infractions.

### **Kitchen**

- Business as usual.
- Where do the leftovers go?

6. Chair's Report
  - Citizen Recognition Application from RMWB
7. ADCS Counsellor Position Update
  - Feeling more could have been done on the part of NSD.
  - Linda from SOS arranged immediately to support staff and families
8. 2015 – 2015 Calendar 704-15-08-31  
Already approved in June 2015
9. Local Field Trip Motion 705-15-08-31  
Approved by: Dan Mercredi  
Passed
10. Moose Camp September 17-27 706-15-08-31
  - Mike Mercredi presented details
  - Grades 5, 6, 8, 10
  - Locations: Richardson, Big Point, Cutfosh, Little Rapids, Old Fort Bay
  - Must use fish or moose booklets
  - Costs to Experiential Learning
 Approved by: Lorraine Cardinal  
Passed
11. Indonesia Trip 707-15-08-31
  - Lisa Murphy presented details
  - More information required (selection process and participant numbers)
  - Not approved
12. Career Next Generation Trip 708-15-08-31
  - Bailey Campbell Presented Details
 Approved by: Tania Dashcavich  
Approved
13. 10 Days InLieu for Administration 709-15-08-31  
Approved by: Lorraine Cardinal  
Passed

14. Cell Phones / Electronics 713-15-08-31  
 Recommendations: 1<sup>st</sup> Time Warning  
 2<sup>nd</sup> Time Removal of Phone and Pick Up by  
 Parents.  
 No motion at this time.
15. Anti-Bullying Week 714-15-08-31  
 - seek funds from RMWB grants  
 - Kerri to arrange a planning meeting with Ft Chipewyan organizations
16. New\* Cultural Liaison Position 715-15-08-31  
 - job description to go to board members if Shell funds are approved.
17. Online Education  
 - Solaro training for staff Sept 9
18. In Camera 8:20 p.m. 710-15-08-31 Lorraine Cardinal  
 8:45 p.m. 711-15-08-31 Tania Dashcavich
19. Adjournment 712-15-08-31
20. Next Meeting: October 19, 2015





**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CALLING LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- AUGUST 26, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



August 26thm 2015  
 Calling Lake Local School Board meeting 5:30 PM

Present: Gloria Anderson Gloria Cardinal Gwen Schmidt Gwen Cardinal Cora

Absent: Louise Gambler

Called to order at 6:10 PM.

Agenda determined:

1. Principal Update – program, staffing, school plan, outreach, board of education committee
2. School facility update
3. Resignation
4. Bigstone education
5. Meeting with MLA
6. Community meetings
7. LSBC meeting with staff
8. Adjournment

Principal Update:

Motion: Principal will provide written report at each LSBC meeting this school term.  
 Gloria/Gwen S. Carried

Outreach: new teacher Mr. Tuafig Malik, interviewed and hired Gloria Cardinal and Wes Oglinski, HR Director. Mr. Malik, math science specialist.

He will teach math science here and Outreach in the afternoon.

Outreach runs from 1 – 5 PM.

The Alberta Education review this year re funding continuation.

Summer school July 2 – August 25, 2015. 17 students registered.

T/A worked with teacher.

Attended but did not complete any courses.

Tyrell only one student completed K&E courses.

Motion: Principal will request a report from NSD on the summer school program of summer 2014. Both reports will be provided to the board at our next meeting.

Gwen S./ Gloria A. Carried.

Staffing:

Principal told by HR director that school is overstaffed again. Superintendent had told the board this in the fall 2014

Principal had requested transfer of one staff member last may but that had not occurred.

Local ATEP grad is being told she is guaranteed a job in NSD. She technically has not been placed yet. I thought we had an agreement that local people would be placed here in our school

I was told I could use a certified teacher to teach Cree since we are overstaffed.

**FILED IN  
 DOCUSHARE**

I combined grades 1 & 2 because of low numbers. I moved the grade two teacher to teach grade 6.

We do not have a secretary right now; she is away on sick leave. We will need temporary replacement for her until the situation is resolved.

Facilities:

- We have three new portables – a new high school.
- NSD replaced two teacher residences – trailers.
- Bids being taken through central office for old portables, trailers.

Janitorial services:

Principal clarifying hours, supervision, etc so as to ensure efficiency of services.

B&E, vandalism over the summer:

- July 16<sup>th</sup> one break-in. Youth admitted to the crime and it is with the RCMP.
- Vandalism event August 19<sup>th</sup>. Glass door in classroom broken through, also smashed another door in grade 1 classroom. Three entrance door windows south side smashed. Repairs completed already.

Program:

- Newsletter monthly from the school. Any news or events information send to principal by last Monday of every month.
- Meet-the-Teacher night September 9<sup>th</sup>, 6-8 PM. Food, prizes for scavenger hunt.
- Student Pancake Breakfast September 1<sup>st</sup>, 930-11 AM, donated and served by the Staff.
- Tea and Bannock events, different classes each month, to bring in parents, kookums, and moosums. Dates will be announced in the newsletter, and invitations sent out at least one week in advance by the hosting classroom. Part of the FNMI programming.
- Planning to have a pipe ceremony to ask for a good year. Part of the FNMI programming. No date set yet.
- Meeting with superintendent today. I was told that Clifford is interested in helping in the school; he is interested in doing cultural teachings in the school. NSD is considering a short-term contract with the FNMI program here in Calling Lake. Funds will be coming from the NSD central FNMI funds. It is to be a pilot and principal agreed to sit down with Clifford to talk about his proposed role in the extracurricular programming for the school.

Motion: Moved that the board go in-camera to discuss this matter with the superintendent.

Gloria/Gwen C. Carried.

Motion: Moved that the board come out of camera and continue with the meeting.

Gloria/Gwen C. Carried.

Motion: Moved that a special meeting be set for September 14<sup>th</sup> at 6 PM to discuss and resolve board response to the proposed project. Gloria/Gwen. Carried.

Motions from Principal's Update:

Moved that the Superintendent address the overstaffing situation at the Calling Lake School by arranging for the necessary transfer(s) of professional staff, and that this review and reassignment of teaching staff be planned and carried out in consultation with the local school board, the school principal and in serious and careful consideration of high school specializations and elementary generalist needs with the school. Gloria A./Gwen C. Carried.

Moved that the Superintendent be requested to ensure that the new local ATEP graduate teacher will be assigned to Calling Lake school as per the ATEP agreement that the ATEP teachers will be placed in their own communities. Gloria A./Gwen C. Carried.

Moved that the Cree teacher position be filled with a paraprofessional instructor if possible and that all certified local Aboriginal teachers be placed in appropriate teaching assignments, relating to their teacher education specializations. Gloria A./Gwen C. Carried.

Moved that the Principal requests NSD central office staff to remove the portables and trailers/mobile homes from the school grounds before August 30 or the first formal and required arrival of students on the grounds. The presence of these buildings on the school site poses extreme and obvious danger to the physical safety of all students, staff, and community members who are required to be on site for the first day of school. Gloria Anderson/ Gwen Schmidt. Carried.

Calling Lake Community School Fall Gathering  
Invite MLA

Motion: Moved that the Principal be requested to provide copies of the Calling Lake School FNMI Program plan for 2015-2016 at the next local school board meeting, including budgetary information.

Adjournment:

Motion: Moved that the meeting be adjourned at 9:15 PM.  
Gloria A./Gwen C. Carried.

Adjourned at 9:15 PM.

Submitted: Cora Weber-Pillwax, Chair



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** CONKLIN LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES

- AUGUST 28, 2015
- SEPTEMBER 9, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS





**CLSB  
Conklin Local School Board  
Meeting Minutes  
August 28, 2015**

**Present:**

Margaret Quintal  
Shirley Tremblay  
Kathryn Quintal  
Christopher Carson – School Principal

**Excused Regrets**

Verna Quintal-Janvier  
Stacey Atkinson

**Opening Prayer:****Call to order:**

Margaret Quintal called the meeting to order at 12:15p.m. at Conklin Community School.

**Motion # 0245-15**

Shirley Tremblay motions to approve the boarding home application for \_\_\_\_\_ for 2015/2016 school year.  
Seconded by Margaret Quintal  
All in favor, motion carried

**Motion # 0246-15**

Kathryn Quintal motions to approve the boarding home application for \_\_\_\_\_ for 2015/2016 school year.  
Seconded by Margaret Quintal  
All in favor, motion carried

**Motion # 0247-15**

Margaret Quintal motions to approve the boarding home application for \_\_\_\_\_ for 2015/2016 school year.  
Seconded by Kathryn Quintal  
All in favor, motion carried

**Motion # 0248-15**

Shirley Tremblay motions to approve day field trips within the hamlet of Conklin from August 2015 to June 2016.  
Seconded by Margaret Quintal  
All in favor, motion carried

**Motion # 0249-15**

Margaret Quintal motions Northland School Bus be used to transport students and parents/guardians for after school activities.  
Seconded by Kathryn Quintal  
All in favor, motion carried

**Motion # 0250-15**

Conklin Local School Board supports new timetable extending lunch hour by 15 minutes. Schedule to be reviewed in December.  
All in favor, motion carried

Page 12  
FILED IN  
DOCUMENTS

**Motion # 0251-15**

Margaret Quintal motions to accept the 2015/2016 School Recycling contract from Ernie Desjarlais and School Principal to negotiate a fair contract at 50/50 split.

Seconded by Kathryn Quintal

All in favor, motion carried

**Motion # 0252-15**

Conklin Local School Board motions to adjourn the meeting at 12:45 p.m.

All in favor, motion carried

**CLSB  
Conklin Local School Board  
Meeting Minutes  
September 9, 2015**

**Present:**

Margaret Quintal  
Shirley Tremblay  
Kathryn Quintal  
Verna Quintal-Janvier  
Christopher Carson – School Principal

**Excused Regrets****Opening Prayer:****Call to order:**

Margaret Quintal called the meeting to order at 7:30 p.m. at Conklin Community School.

**Motion # 0253-15**

Conklin Local School Board motions to accept board member resignation letter from Stacey Atkinson.

All in favor, motion carried

**Motion # 0254-15**

Conklin Local School Board motions to accept the Principals Oral Report as presented by Christopher Carson.

All in favor, motion carried

Brief update provided regarding School Recycling Fund. Recycle Fund Balance is \$47,000. A cash deposit is to be made in the amount of \$800.

Beginning in September the recycle depot will pay Ernie Desjarlais 50% in cash and write a cheque to Conklin Community School for the remaining 50%.

Brief discussion regarding First Week Activities.

Future plans to move junior high class into portable classroom.

There are currently 36 students enrolled in Conklin Community School.

**Motion # 0255-15**

Conklin Local School Board motions to change Professional Development Dates from October 30<sup>th</sup> to October 16<sup>th</sup>.

All in favor, motion carried

**Motion # 0256-15**

Conklin Local School Board motions to have a special meeting to finalize the school calendar on September 22, 2015 at 7:30pm.

All in favor, motion carried

**FILED IN  
DOCUSHARE**

**Motion # 0257-15**

Conklin Local School Board motions to approve day trips for Sports and Events for the 2015/2016 School year without overnight travel and use of bus.

All in favor, motion carried

**Motion # 0258-15**

Conklin Local School Board motions to notify Northland School Division of bi-election.

All in favor, motion carried

**Motion # 0259-15**

Conklin Local School Board motions to take a recess break at 9:03pm.

All in favor, motion carried

**Motion # 0260-15**

Conklin Local School Board motions to resume the meeting at 9:15pm.

All in favor, motion carried

**Motion # 0261-15**

Conklin Local School Board motions to appoint Margaret Quintal as signing authority on the Conklin Community School Student Union Account.

All in favor, motion carried

**Motion # 0262-15**

Conklin Local School Board motions to request for a special meeting with the following representatives to discuss how we can work together as a group so we understand who's responsible for what, how we can support each other and how we can get other agencies to help out for the success of Conklin ScCyber Program.

Invite Superintendent Donna Barrett and Associate Superintendent Don Tessier of Northland School Division, Principal Martin Sacher of Sunchild ELearning, Principal Christopher Carson of Conklin Community School and Greg Brady and Joan Grozzel of Devon Canada.

All in favor, motion carried

**Motion # 0263-15**

Conklin Local School Board motions to adjourn the meeting at 10:46 p.m.

All in favor, motion carried

**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** EAST PRAIRIE LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES

- APRIL 15, 2015
- JUNE 10, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



## East Prairie Local School Board Committee

April 15, 2015 @ 4:30 pm

At Hillview School

**Present:** Shelly Auger – Chairperson, Vic Prinz – board member, Karen L’Hirondelle – board member (recorder), Rhonda Desjarlais – board member , Karen Lemay – Acting Principal

**Absence:** Joan Haggerty – board member (messed Karen Lemay that she had previous commitments)

**1. Call To Order**

Shelly Auger calls the meeting to order at 4:37 pm

**2. Adopt Agenda**

Karen moves to adopt the agenda. 4 in favor – Motion Carried **MOTION 15.04.054**

**3. Read & Adopt Minutes**

Rhonda moves to adopt the March 11/15 minutes with corrections. All in favor – Motion Carried **MOTION 15.03.055**

**4. Business Arising from Previous Minutes**

- Rhonda asked about the parent incentive for attendance (Park Theater tickets for winning student)
- Rhonda – bus driver – temp driver last day is tomorrow – staff working on one route for potentially the rest of the year. Vic will drive when his schedule allows. Karen will give direction to contact Harry Supernault to see if he will drive.

**5. Principal’s Report**

a) Student enrollment – lost 2 students. Karen L’H moves to go into committee at 4:50 pm 4 in favor – Motion Carried **MOTION 15.03.056**

Vic moves to come out of committee at 4:52 pm, 4 in favor – Motion Carried **MOTION 15.03.057**

b) Attendance – 85.62% for March.

c) Academics – continuing with Emergency Room and have kids graduating from E/R.

Science fair – students not ready for next Thursday. Students will be taken to Peavine Regional fair to observe.

PM Bench marking – starting right away – due at the end of May

PAT’s – begin 2<sup>nd</sup> week of May.

## East Prairie Local School Board Committee

- d) Safe & Caring initiatives – drastic improvement as a result of suspension, issue sheet and talking it out
- e) Monthly Family Engagement - Kinder fair and garage sale on Saturday plus other agencies attending with displays set up Mrs Odiobala helping with science fair. May 13 Jump Rope for heart.
- f) Maintenance - Alvin waiting for Jim to work on the sidewalk; will be done before Sept.

Flower bed, building – looking for tires for donations. Alvin will tend over the summer.

- g) Calendar B – 8 family days, 4 local PD, 1 PT lieu day. Karen Lemay will work in coordination with Rhonda to set Family Day and local PD
- h) Other - Still officially East Prairie School. Board is fine with the school being named Hillview School. Kindergarten registration incentive donation.

Vic moves to go into camera at 5:30 pm, 4 in favor – Motion Carried **MOTION 15.03.058**

Vic moves to come out of committee at 5:34 pm, 4 in favor – Motion Carried **MOTION 15.03.059**

Rhonda moves to donate \$65.00 towards kindergarten registration packages. Funds to come from supplies and awards. 4 in favor – Motion Carried **MOTION 15.03.060**

### 6. LSBC Concerns

NOTE: Shelly hands the chair to Vic and leaves the meeting.

- Karen being the recording secretary when its not her designation or compensation
- Rhonda – buses always breaking down
- Karen – Mrs. Odiobala = she's only temp. Situation depends on number and the return of the principal

### 7. Next Meeting

May 13, 2015

### 8. Adjournment

Meeting adjourned at 5:43 pm

Signature of Chairperson: 

Date: Sept 9, 2015



June 10, 2015 @ 3:30 pm

At Hillview School

**Present:** Shelly Auger – Chairperson, Joan Haggerty – board member, Karen L’Hirondelle – board member, Karen Lemay – Acting Principal, Dallas L’Hirondelle, staff member

**Absence:** Vic Prinz – board member (no notice of absence), Rhonda Desjarlais – board member (Called Karen Lemay prior to the meeting to state her absence)

1. Call To Order

Shelly Auger calls the meeting to order at 4:02 pm

2. Adopt Agenda

Karen L’H moves to adopt the agenda. 3 in favour – Motion Carried **MOTION 15.06.061**

3. Read & Adopt Minutes

Karen L’H moves to adopt the April 15, 2015 minutes with changes. 3 in favour – Motion Carried **MOTION 15.06.062**

4. Business Arising from Previous Minutes

- Karen L’H asked if the incentive works. Karen Lemay said yes parents like the program. This program might not help the students missing but increases the ones here.
- 
- New driver is still a casual driver.
- Karen L’H asked if we can look into getting cameras on the bus. Discussion to post for casual drivers in the community for subs. The sub driver is interested to continue in September.
- 2-3 kindergarten registrations. Everything for the back pack was donated (books, play doh, pencils, crayons, flash cards)
- Garage sale not so successful. The food tables did really good. Concession did good.

5. Principal’s Report

- a) Student enrollment – went up 2
- b) Attendance – attendance went up
- c) Emergency Room – any students who are struggling in literacy from grades 2-6 students. Math assessment. Literacy is big but numeracy is down. If students need the strategy to use their fingers to count then it is allowed. June 25/15 last day and there will be a community BBQ. Homework for math. Whole school writes – writing stories. PM benchmark – small growth. Kids in grade 3 that’s reading and comprehension at grade 5 level.

**FILED IN  
DOCUSHARE**

- d) Safe and Caring Initiatives: 1 Bullying, 2 fighting, in school suspensions.
- e) Monthly Family engagement: Mother's day tea went well, movie night – not so well (AFL brought their children in), AFL helping with the track and field on Friday and the sleep over.
- f) Maintenance – sidewalk; flower beds Karen said Elvin is a great custodian. Karen Lemay said he will be getting recognition.
- g) School Organizational Plan – The EP office closure will not work with school one. Karen L'H moves to accept the plan. 3 in favour – Motion Carried **MOTION 15.06.063**
- h) Sleep over –Scheduled for June 23-24. Joan moves to approve the sleep over that will include cultural. 3 in favour – Motion Carried **MOTION 15.06.064**
- i) Procedure 430: Karen L'H to apply procedure 430 of the Northlands School Division, Principal assignment for 5 days. 3 in favour – Motion Carried **MOTION 15.06.065**
- j) Other: Grade 6 grads – Karen L'H moves to award each grade 6 student that moves onto grade 7 based on the June 2015 report card with a \$50 prepaid visa gift card and not to exceed \$110 and monies to come from supplies and awards. 3 in favour – Motion Carried **MOTION 15.06.066**

#### 6. LSBC Concerns

Staffing: Karen L'H moves to go into camera. 3 in favour– Motion Carried **MOTION 15.06.067**.  
 Karen moves to come out of camera. 3 in favour – Motion Carried **MOTION 15.06.068** 2.9  
 teaching staff is approved for 2015-16

Joan asked about the Jr & Sr. high school bus not going down cattle ranch road when it's muddy. Concern for parents as there is no notice and families don't have vehicles to pick up at the pavement.

Shelly A – the board needs to be more accommodating for the meeting. Joan stressed that she already had previous commitments especially when the meetings are changed. It makes it difficult. Note: board members can call in and join by phone.

#### 7. Next Meeting

September 8, 2015 at 4:30pm

#### 8. Adjournment

Meeting adjourned at 5:03 pm.

Signature of Chairperson:  Date: Sept 9/15

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ELIZABETH LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
AUGUST 26, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



**MINUTES  
ELIZABETH COMMUNITY SCHOOL  
LOCAL SCHOOL BOARD COMMITTEE MEETING  
August 26, 2015**

<b>PRESENT:</b>	Shelley Bartman	Member
	Gwen Lepine	Member
	Crystal Demmons	Member
	Tracy Jacknife	Member
	Rick Horon	Principal
<b>ABSENT:</b>	Sheila Thompson	Member
<b>GUESTS:</b>	N/A	

Call to Order at 1:30 PM.

Meeting opened with a prayer by Rick Horon

**RECOMMENDATION#: 2015.08.837** Recommended by Tracy/SECONDED by a Gwen Lepine  
THAT,

The agenda be adopted with the additions:

12. Information on in-school presentations
13. Playground Fundraiser
14. Jackknife foundation

**RECOMMENDATION#: 2015.08.838** Recommended by Crystal/SECONDED by a Gwen Lepine  
THAT,

The minutes from the June 26 Special meeting be adopted as presented:

Discussions were held on the following:

**Staffing** – The school staffing and assignments were given by the principal.

**Calendar** – The school calendar was reviewed and dates for community/school engagements were outlined.

**Career Fair** - The LSBC would like to see a career fair moved to May so that it can feature local role models who would be finished post-secondary schooling for the year.

**Committees** – The Board was given the list of school committee so that they could volunteer for them if they wished.

The local school board budget sheets were distributed. It was noted that the LSBC members who sat in on the interviews on June 15, 2015 were not compensated. The principal will look into it. The interviews were attended by Shelley Bartman, Gwen Lepine, Crystal Demmons and Sheila Thompson. It appears that the same happened last year in June 2014, when all five LSBC members met to hire the principal and then again to hire two teachers.

**FILED IN  
DOCUSHARE**

**RECOMMENDATION#: 2015.08.839** Recommended by Crystal/SECONDED by a Gwen Lepine THAT,

The school participate in one day field trips (not overnight) which leave the school grounds, provided that appropriate forms are filed and proper safety precautions taken.

**RECOMMENDATION#: 2015.08.840** Recommended by Gwen Lepine/SECONDED by a Crystal Demmons THAT,

The principal be granted 5 “days in lieu” for days worked to prepare the school over summer. The days are to be taken in accordance with Northlands School Division policies.

**Action Items:**

- The principal will look into costs for adding small pieces into the playground.
- The LSBC will meet with Settlement office personnel to discuss fund raising and grant applications for the playground.
- The principal produce some briefing notes to illustrate the issues the school deals with the small sized gym.
- Look into forming a community committee to work on the playground.

Next meeting September 21 at 4:30 pm

Meeting adjourned at 2:25 pm

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** FORT MCKAY LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- AUGUST 27, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

---





**Fort McKay  
Local School Board Committee  
Meeting Minutes  
Aug 27, 2015  
12:00 PM**

**Call LSB Meeting to Order @12:10**

**Board Members Present:**

Shelley Harte  
Janet McDonald  
Tina Black

**Administration Present:**

Ruth Ryan

**Absent:**

**Additions to Agenda...**

**1. Approval of Agenda**

Adopt Agenda: Shelley Harte moved to adopt the agenda as presented.

**2. Approval of Previous Minutes**

Adopt Minutes: Janet McDonald moved to adopt minutes of June 8, 2015.

**3. Business Arising from the Minutes...nothing at this time**

**4. Maintenance Report- this was discussed**

See report

**5. Correspondence – nothing at this time**

**6. Principal's Report ... see attachment ...Tina Black moved to adopt the Principal's Report as presented.**

**7. FMS Counselling Update- This was discussed and Irina will not be coming to the school this year. It was noted by Tina Black that the Family Support Centre**

**FILED IN  
DOCUSHARE**

in Fort McKay is not able to provide counselling services to the school this year due to cut backs.

## **8. New Business –**

- Staffing- TA's...This was discussed
- Kitchen – Range update...we are still waiting to hear if this is worth having the suppression system put on the range.
- Principal – Days in Lieu change from 10 to 5- recommendation...this recommendation was changed from 10 days to 5 days.
- Homeschooling...this was discussed...
- Custodian services...it was discussed that Dora L'Hommecourt should be contacted about janitorial services.
- Apple School...we are waiting to hear about this program
- Menu for lunches...the menu was discussed and this program will continue one day a week for the 2015-2016 year.
- LSB Budget/Keg...this was discussed and the LSB agreed to take out the staff to the Keg on Sept. 11<sup>th</sup> ...also pay for Halloween, Christmas, Valentine's, and Year End parties.
- Attendance Report- this was discussed
- RCMP – Bullying presentations/ Units....we received some of the materials- discussed
- AERR discuss...Attendance Improvement Committee Report...this was discussed
- Field trip with bus – recommendation
- Field trip without bus – recommendation
- Bus monitor- recommendation
- Use of gym- recommendation
- Swimming – recommendation
- U School recommendation for October

In Camera: from 1:45- 2:05

### **Additions to Agenda:**

- 
- 
- 

## **9. Any other business**

**Next Meeting September 24, 2015**

**Adjournment @ 2:20 PM**

**Fort McKay School  
Local School Board Committee Recommendations  
August 27, 2015**

- 19-15 Recommendation to adopt the agenda as presented.  
Moved by Shelley Harte
- 20-15 Recommendation to approve the previous minutes from June 8, 2015.  
Moved by Janet McDonald
- 21-15 Recommendation to accept the Principal's Report as presented.  
Moved by Tina Black
- 22-15 Recommendation to grant the principal, Ruth Ryan 5 days in lieu for the 2015-2016 school year.  
Moved by Shelley Harte
- 23-15 Recommendation to continue with the swimming program for the 2015-2016 year.  
Moved by Shelley Harte
- 24-15 Recommendation to approve all day fieldtrips **requiring a bus** for the 2015-2016 year.  
Moved by Janet McDonald
- 25-15 Recommendation to approve all day fieldtrips **not requiring a bus** for the 2014-2015 year.  
Moved by Tina Black
- 26-15 Recommendation for the Recreation Centre and the Wellness Centre to use the school gym for the 2015-2016 year.  
Moved by Tina Black
- 27-15 Recommendation to have Shenoah Crockett and Doris Young as our School Bus monitors for the 2015-2016 school year.  
Moved by Janet McDonald
- 
- 28-15 Recommendation to have some students attend U School at the University of Alberta from October 18 to October 24, 2015.  
Moved by Shelley Harte



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** GIFT LAKE LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- SEPTEMBER 9, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



## Gift Lake Local School Board Meeting

September 9, 2015

Present: Ken Shaw  
Gordon Belcourt  
Howard Shaw  
Dale Laderoute  
Barb Laderoute

Called the meeting to order at 4:35 P.M.

- 406.15 Dale moves to approve agenda with additions. Seconded by Gordon. AIF. Carried.
- 407.15 Gordon moves to approve minutes as read. Seconded by Howard. AIF. Carried.
- 408.15 Dale moves to go in-camera at 4:42. Seconded by Howard. AIF. Carried.
- 409.15 Dale moves come out of camera at 5:05. Seconded by Howard. AIF. Carried.
- 410.15 Gordon moves to accept attendance committee discussion as information. Seconded by Howard. AIF. Carried.
- 411.15 Gordon moves to accept Gift Lake school organizational plan as presented. Seconded by Howard. AIF. Carried.
- 412.15 Dale moves to hire Candidate A for junior high Math and Science. Seconded by Gordon. AIF. Carried.
- 413.15 Dale moves to hire Candidate B for the junior high Social and phys. Ed. Seconded by Howard. AIF. Carried.
- 414.15 Dale moves to hire Candidate C for the school phys. Ed program. Seconded by Gordon. AIF. Carried.
- 415.15 Dale moves to accept requests for Gym Use outside of school hours and deal with requests as presented. Seconded by Howard. AIF. Carried.
- 416.15 Dale moves to accept ATV/Bike Rodeo as information. Seconded by Gordon. AIF. Carried.
417. 15 Gordon moves to send parent letter to central office for response from Central office administration. Seconded by Howard. AIF. Carried.

**FILED IN  
DOCUSHARE**

418.15 Gordon moves to accept LTA invitations to school board members for attendance at their LTA planned meeting on October 1<sup>st</sup> and 2<sup>nd</sup> at Edmonton. All school board members would like to attend this meeting and request travel expenses and honoraria be paid by Northland. Information does not show who is eligible for travel expenses from the LTA committee. Seconded by Howard. AIF. Carried.

419.15 Dale moves to adjourn at 6:25. Seconded by Gordon. AIF. Carried.

Next meeting date is set for October 19<sup>th</sup> at 4:30.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** J.F. DION LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- SEPTEMBER 8, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

---



**J.F. Dion**  
**Local School Board Meeting**  
**September 8, 2015**

**School Board Members:** Joan Daniels, Raymond Durocher, Kristen Lindsay, Carlene Gladue.

**Principal:** Elaine Ward.

**Call to Order:** Meeting called to order at 5:10 p.m.

**Opening Prayer** led by Elaine Ward.

**Motion to Adopt Agenda:**

**Motion: #396-09/15,** Ray/ Kristen, All in Favor.

**Motion to Adopt June 1, 2015 Minutes:**

**Motion: #397-09/15,** Kristen/ Raymond. All in Favor.

**Business arising from minutes:**

We have not received any response, regarding the gopher problem, from FLMS Council.

**New Business:**

Motion to approve school closure on Monday September 14, 2015 so teachers and students can attend Roxanne's funeral.

**Motion: #398- 09/15** Kristen/Ray, All in Favor.

Motion to approve a wreath from the LSB, taken from the Travel and Subst budget.

**Motion: #399- 09/15** Kristen/Ray, All in Favor.

**Lunch Program:**

We discussed the lunch program and reviewed the budget.

**Principal's Report:**

Recommendation to hire Skye Durocher as temporary Educational Assistant I, until November 30, 2015.

**FILED IN  
DOCUSHARE**

**Motion: #400-09/15** Kristen/Ray, All in Favor.

Recommendation to approve all day trips.

**Motion: #401-09/15** Kristen/Ray, All in Favor.

Recommendation to approve all expenditures, up to \$1500, from the FNMI budget.

**Motion: #402-09/15** Kristen/Ray, All in Favor.

Recommendation to approve all expenditures, up to \$1500, from the Capital Equipment Fund.

**Motion: #403-09/15** Kristen/Ray, All in Favor.

Motion to approve: Principal's Report as presented.

**Motion: #404-09/15** Kristen/Ray, All in Favor.

**Chairperson's Report:**

Motion to approve: Chairperson's Report as presented.

**Motion: #405-09/15** Kristen/Ray, All in Favor.

**Budget:**

We had a budget discussion.

**Correspondence:**

We reviewed all correspondence.

**Member/Parent/Board Concerns:**

No additional concerns.

**Next Meeting Date:**

Next regularly scheduled LSB meeting set for October 6, 2015 at 4:00 p.m.

**Adjournment:**

Motion to adjourn meeting at 6:00 p.m.

**Motion: #406-09/15** Raymond/Kristen, All in Favor.

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** JANVIER LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- SEPTEMBER 2, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

---





## Local School Board Meeting Wednesday September 2, 2015

Father R. Perin

- Start 5:00 pm
- Opening Prayer: 5:00

LSB members present: Vicky, Leisha, Laurette, Alice

Staff present: Bernard Woodfine, Christopher Turpin, Lily Cole, Laura Hammond, Yusuf Ashour, Margot Simonot

### New Business

- Review last minutes
- New Lunch process at school
  - K-5 eat lunch in Home Ec. Room
  - 6-9 eat lunch in Dene Room
- May need either second bus or second bus run
- The staff shared their view of how the first week at school has gone
- Breakfast program was discussed for the students and funding will be sought
- Community engagement meeting/BBQ will be held September 23 at 5:30 with Door Prizes and Food. Funding will be sought

### Motions Passed

**15-39** Motion to change LSB meeting time to First Wednesday of the month at 6:00 pm

Motion Alice 2<sup>nd</sup> Leisha

Motion approved

**15-40** Motion to approve Boarding Application for

Motion Alice 2<sup>nd</sup> Vicky

Motion approved

**15-41** Motion to approve Principal to accompany any field trips necessary throughout the school year

Motion approved

Meeting adjourned: 6:40 pm

**FILED IN  
DOCUSHARE**





**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** LITTLE BUFFALO LOCAL SCHOOL BOARD COMMITTEE MEETING  
MINUTES  
- SEPTEMBER 14, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

---



## AGENDA: September 14, 2015

## LBS BOARD MEETING

Meeting called to order at

Attendance:

Dwight Gladue Chair

Cheryl McMann

Larry Ominayak

Crystal Colville –Principal

Absent:

Troy Laboucan

Bryan Laboucan

## Agenda

Call the meeting to order 7: 07 pm

## 1. Old business

## A. Attendance Improvement plan –

- i. K-7 ice cream parties
- ii. 8-12 – gift card incentives/cash incentives –plus daily attenders putting name in for a draw at the end of the month
- iii. 8-12 games room and gym nights after school for good attendance
- iv. Running club after school
- v. Monthly newsletter
- vi. Web page
- vii. Face book page being created
- viii. Sept 23 – met the teacher BBQ – with discussion about attendance
- ix. Tracking attendance and more phone calls home to find the students

B. Gym use – anyone using the gym for their own personal fundraising outside of school functions there will be a \$50 rental charge that will go to cleaning supplies, someone to clean up the gym and up keep of equipment.

C. Rhonda Williams – never heard back – they did not use the gym in the summer

2. Enrollment - We are sitting at 174. I am looking into where the other students are at.

3. Non Violent Crisis prevention training took place Aug 26 and Sept 11

4. Head start program - there has been some talk with Chief and council to see if there is a way we can share a room to help with head start. Waiting for more information

5. First Aid – Sept 24 and 25

6. Field trip motion for day trips

Motion 01/15/16 Moved by Dwight seconded by Cheryl for local day field trips.

FILED IN  
DOCUSHARE

7. Dream Catchers – we are looking into sending the students in high school  
Motion 02/15/16 Moved by Larry seconded by Dwight for the High School students to go on an overnight field trip to Dream Catchers October 16 and 17, 2015.
8. Alberta Education Leadership tour On Oct 16 spoke with Trisha Randolph Beaver to set the agenda and get things ready for the visit. Community members will be for the lunch. Students will make a presentation and a tour of the school.
9. Operation of school busses in cold weather  
Motion 03/15/16 Moved by Dwight and seconded by Larry to keep our cold weather policy at -35, not -40.
10. Cultural Camps – working with Jason Big Charles with KTC to put on 3 camps this year – 2 for High School – Fall and spring and one for Junior high in the winter.
11. Cultural week – Joyce Hunt and Herman Sutherland will be out from Sept 14 – Sept 22 will be out to tan a hide and help us with our cultural week
12. Grade 6 and 9 celebration at the end of the school year.

In Camera 7:40 pm

- Staffing
- Subbing
- 

13. Came out of camera at 8:00 pm
14. Meeting adjourn at 8:05 pm

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** WABASCA LOCAL SCHOOL BOARD COMMITTEE MEETING MINUTES  
- JUNE 16, 2015  
- SEPTEMBER 8, 2015

---

**ORIGINATOR:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS



## St. Theresa School

## Staff Meeting

June 16, 2015

## ATTENDANCE:

Robin Guild

Jeff Junkin

Robert Gullion

Anthony Rathbone

Thomas Bissell

Mandi MacLennan

Shelley Stevenson

1. CALL TO ORDER: Robin called the meeting to order at 7:00 p.m.
2. ADOPTION OF AGENDA: Recommendation # 3029/06/15. Anthony moved to adopt the agenda with additions. Under the Principal's report add the Attendance Improvement Planning Document. Carried.
3. ADOPTION OF MINUTES: Recommendation # 3030/06/15. Robert moved to accept the minutes from May 12, 2015 meeting with changes. It should read Recommendation #3021/05/15. Carried.
4. ATTENDANCE IMPROVEMENT PLANNING DOCUMENT: Recommendation 3031/06/15. Robert moved to approve the Attendance Improvement Planning document as presented. Carried.
5. CHAIRPERSON'S REPORT: Recommendation 3032/06/15. Anthony moved to accept the Chairperson's report as information. Carried.
6. ASSISTANT PRINCIPAL'S REPORT: Recommendation 3033/06/15. Thomas moved to accept the Assistant Principals report as Information. Carried.
7. PRINCIPAL'S REPORT: Recommendation 3034/06/15. Jeff moved to accept the Principal's report as Information. Carried.
8. CORRESPONDENCE: Recommendation 3035/06/15. Robert moved to accept the correspondence as Information. Carried.

9. IN LIEU DAYS: Recommendation 3036/06/15.  
Jeff moved to approve 10 days in lieu for Administrators and 5 in lieu days for Administrative Assistants for the 2015 – 2016 school year. Carried.
10. START DATE FOR ADMINISTRATIVE ASSISTANTS: Recommendation 3037/06/15: Anthony moved to approve that the start date for the 2015 – 2016 school year for school administrative assistants be August 17, 2015. Carried.
11. BASIC FIELD TRIPS: Recommendation 3038/06/15. Robert moved to approve basic field trips for the 2015 – 2016 school year. Carried.
12. PURCHASE SCHOOL RESOURCES: Recommendation 3039/06/15. Thomas moved to approve that Administration be permitted to purchase resources for school culture/cultural resources during the 2015 – 2016 school year. Carried.
13. YEAR END LUNCHEON: Recommendation 3040/06/15. Anthony moved to approve funding a year end luncheon for staff from the WLSB budget and not to exceed \$500.00. Carried.
14. PURCHASE OF JACKETS: Recommendation 3041/06/15. Jeff moved to approve the purchase of jackets for S.C., and D.S. with 30 years and over of service to Northland school, funds to be taken out of the WLSB budget and not to exceed 300.00 each. Carried.
15. ADJOURN MEETING: Thomas moved to adjourn the meeting at 8:15 p.m.
16. Next meeting on September 8, 2015.

#### TOPICS OF DISCUSSION:

Field trips

Delegations (Carlen and Bernadine) – after school care

MD is closing the after school care, parents had expected it to be moved to the new daycare. Mandi will write a letter of support for the parents, and they will approach the MD Council again.

Correspondence – Financial report – Robin will take to next Corporate Board meeting

Chairman's report – New budget, should know by tomorrow morning in regards to staffing cuts.

Kindergrad – Beautifully decorated, was an amazing grad



Assistant Principal – PATS getting done and organizing, IPP reports, Yearend reports and Transition meetings.

Principal's report – busy month with field trips, Reading Fair was rescheduled to June 24 due to evacuation.

Classroom assignments – lots of changes in classroom assignment, trying to get each grade in one area

Talent show – was really good, this year there was lots of dancing.

Staff Barbeque –Thursday, staff year end lunch is June 25th



Wabasca Local School Board Meeting  
St. Theresa School

September 8, 2015

**ATTENDANCE:**

Robin Guild

Jeff Junkin

Robert Gullion

Anthony Rathbone

Mandi MacLennan

Shelley Stevenson

**ABSENT:**

Thomas Bissell

1. **CALL MEETING TO ORDER:** Robin called the meeting to order at 7:00 p.m.
2. **ADOPTION OF AGENDA:** Recommendation #3042/09/15.  
Jeff moved to adopt the agenda as presented. Carried.
3. **ADOPTION OF MINUTES:** Recommendation #3043/09/15.  
Anthony moved to accept the minutes from June 9, 2015 meeting. Carried.
4. **CORRESPONDENCE:** Recommendation #3044/09/15.  
Robert moved to accept the correspondence as information. Carried.
5. **CHAIRPERSON'S REPORT:** Recommendation 3045/09/15.  
Jeff moved to accept the Chairperson's report as information. Carried.
6. **ASSISTANT PRINCIPAL'S REPORT:** Recommendation #3046/09/15.  
Jeff moved to accept the Principal's report as information. Carried.
7. **PRINCIPAL'S REPORT:** Recommendation #3047/09/15.  
Robert moved to accept the Principal's report as information. Carried.
8. **GYM USE:** Recommendation #3048/09/15.  
Anthony moved to approve the use of the gym by MA's group on September 27, 2015. Carried.
9. **GYM USE:** Recommendation #3049/09/15.  
Jeff moved to approve the gym by GD for Po-Car Rally on September 30, 2015. Carried.

**FILED IN  
DOCUSHARE**

10. DONATION FOR PO-CAR RALLY: Recommendation #3050/09/15.

Anthony moved to donate \$100.00 to the Po-car rally fundraiser for B.D. Carried.

11. ADJOURN MEETING: Recommendation #3051/09/15.

Anthony moved to adjourn the meeting at 7:51 p.m. Carried.

TOPICS OF DISCUSSION:

Parking lot, not finalized yet.

Only one side of the parking lot was painted.

Daycare building.

Staffing was cut but not as bad as we thought it would be.

2 casual positions were filled.

Busy start of the year.

Orientation for new teachers was held here and we would like to host it next year as well.

Speech and OT will be here to screen all the Kindergarten students.

IPP's are started.

Classroom walkthroughs

Attendance was improved by 4% in the 2014 – 2015 school year.

Bussing - some.



## Superintendent's Report October 2, 2015

### August, 2015

31	Edmonton	Policy One Meeting
----	----------	--------------------

### September, 2015

1	Edmonton	Policy One Meeting
3	Grande Prairie	Meeting with the Minister, Alberta Education
8	Grouard	Grouard School Visit
10	Peace River	Leadership Team Meeting
19	Wabasca	Mistassiniy Graduation
21	High Prairie	Superintendent's Transition Planning Meeting
22	Susa Creek	Susa Creek School Visit
24	Peace River	ASBA Zone 1 Meeting, Friends of Education and Edwin Parr Luncheon
25	Edmonton	FNMI Director Learner Success Interviews
28	Edmonton	Meeting with CEO, Kee-Tas-Kee Now Tribal Council

### October, 2015

1	Edmonton	LTA Education Strategic Planning Session
2	Peace River	Meeting with Director of Education, Kee-Tas-Kee Now Tribal Council
2-3	Peace River	Corporate Board Meeting





Donna Barrett &lt;donna.barrett@nsd61.ca&gt;

---

## Request for information

---

Education Deputy Minister &lt;EducationDeputyMinister@gov.ab.ca&gt;

Wed, Sep 23, 2015 at 2:19 PM

**To: All Superintendents of Public, Separate, Francophone and Charter schools**  
**All Principals of private schools**  
**Executive Director of Association of Independent Schools and Colleges (AISCA)**

On June 1, 2015, the *Act to Amend the Alberta Bill of Rights to protect our Children* came into effect. Promoting safe, dignified, respectful and inclusive education environments for students is one of the priorities of our government. As part of this legislation, school authorities are required to allow their students to set up gay-straight alliances (GSAs) or queer-straight alliances (QSAs) in their schools.

On behalf of the Minister of Education, schools across Alberta are being asked to complete a survey to help provide information on the support of these organizations within schools.

Superintendents of public, separate, Francophone and charter schools, please forward the attached email to each school in your authority for the principal to complete no later than end of day **Friday, September 25, 2015**. Principals of private schools will need to complete the survey by this time as well.

Survey results will upload directly to Alberta Education.

If you have any questions, please contact the respective Field Services Branch at the following telephone numbers:

- North Services Branch 780-427-5394
- Central Services Branch 780-427-5394
- Greater Edmonton Services Branch 780-427-9296
- South Services Branch 403-297-6354
- Metro Services Branch 780-415-9312
- Executive Director's Office 780-427-6272

Dial 310-0000 first for toll-free access in Alberta

Thank you for your commitment to education and to the students attending your schools.

Lorna Rosen

Deputy Minister of Education

cc. School Division Communications Contacts

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

---

**2 attachments**



**Survey-Message to Principals-FR.DOCX**

20K



**Survey-Message to Principals-ENG.docx**

20K



**SURVEY QUESTIONS (English):**

**Authority Code:** \_\_\_\_\_ **School Code:** \_\_\_\_\_

1) Do you currently have clubs in your school that focus primarily on Lesbian, Gay, and Bisexual, Trans or Questioning (LGBTQ) students?

Yes  No

2) Please indicate the number of club(s) for each (include all that apply).

Gay Straight Alliance  Spectrum Club  Queer Straight Alliance  
 Diversity Club  Anti-Bullying Club  Other (please provide name)

2(a) If yes, what grades of students participate?  
 Grades 1 – 12 (check boxes)

2(b) Approximately how many students participate in activities the club organizes/offers?

3) When was your club(s) started?

Less than 2 years ago  More than 2 years ago  More than 5 years ago

4) Have you had a request to create a club from one or more students, since June 1, 2015?

Yes  No

4(a) If yes, what best describes the status of this request

Addition or expansion of current  
 New/In development

4(b) What grades of students will be participating?

Approximately how many students do you anticipate will participate in activities the club organizes/offers?

1 to 10, 11-20, 21-30, 31-40, 41-50, 50 or more

**Thank you for your participation.**





P.O. Bag 1400, 9809-77<sup>th</sup> Avenue, Peace River, AB, T8S-1V2  
 Phone: 780-624-2060 or 1-800-362-1360  
 Fax: 780-624-5914

[www.nsd61.ca](http://www.nsd61.ca)

Follow us on Twitter and Like us on Facebook!

## Sustainable Communities Initiative (SCI) celebrated as Friends of Education

*For immediate release – September 24, 2015*



Donna Barrett, Superintendent of Schools, Delores Cardinal, Sekweha, Chantale Campbell, SCI Lead at Conoco Phillips

Northland School Division No.61 (NSD) celebrated the contributions of Sustainable Communities Initiative (SCI) by presenting them the Alberta School Boards Association (ASBA) Zone One Friends of Education Award. The award recognizes individuals and organizations in the community who have made a special contribution to education in Alberta. SCI is a partnership between oil sands companies (Conoco Phillips, Nexen, Statoil and Suncor Energy), the communities of Janvier and Fort Chipewyan and partner organizations. They focus on building community capacity to bring about positive change with a focus on experiential education.

"It was a wonderful surprise to hear of the nomination," said Chantale Campbell, SCI Lead at Conoco Phillips. "SCI is such a wonderful and unique approach to true multi-stakeholder collaboration in support of youth empowerment and success in life, we are so honoured that it is being recognized. *Walking in Two Worlds* is what we strive for, with a moccasin on one foot and a sneaker on the other. The efforts of the many people involved to integrate experiential learning at Father R. Perin School and Athabasca Delta Community School are admirable. Our



P.O. Bag 1400, 9809-77<sup>th</sup> Avenue, Peace River, AB, T8S-1V2  
Phone: 780-624-2060 or 1-800-362-1360  
Fax: 780-624-5914

[www.nsd61.ca](http://www.nsd61.ca)

Follow us on Twitter and Like us on Facebook!

momentum continues to build, we look forward to the future of youth leadership and authentic collaboration within our communities."

Donna Barrett, Superintendent of Schools says SCI has developed a successful model for engaging communities through respecting traditional ways.

"SCI has demonstrated the belief that education is an essential ingredient to creating a healthy community," said Barrett. "They work with schools to provide authentic learning experiences so students can know and be proud of their community as well as being prepared to contribute to the larger society."

The work by SCI has resulted in the development of youth led groups, experiential learning training for educators, community gatherings to help school staff understand the communities where they work and live and experiential learning trips such as Camp Voyageur <http://adcs.ca/about/school-news/post/grade-8-9-camp-voyageur-field-trip-2015>.

Sustainable Communities Initiative received recognition today (September 24, 2015) at the ASBA Zone One Fall Award Ceremony with nominees from other school divisions in Alberta. The ceremony was held at the Sawridge Inn in Peace River.

For more information please contact:

Curtis Walty, Communications Coordinator  
Office: 1-780-624-2060 extension: 6183  
Cell: 1-780-219-1870



P.O. Bag 1400, 9809-77<sup>th</sup> Avenue, Peace River, AB, T8S-1V2  
 Phone: 780-624-2060 or 1-800-362-1360  
 Fax: 780-624-5914

[www.nsd61.ca](http://www.nsd61.ca)

Follow us on Twitter and Like us on Facebook!

## NSD Edwin Parr Nominee Recognized at ASBA Fall Award Ceremony

*For immediate release – September 24, 2015*



Left to right: Kelly Cunningham, Erica Cunningham, Noah Cunningham, Barb Laderoute, Gift Lake School Principal



Left to right: Erica Cunningham and Donna Barrett, Superintendent of Schools

Northland School Division No.61 (NSD) had another reason to celebrate today (September 24, 2015) at the Alberta School Boards Association (ASBA) Zone One Fall Award Ceremony. Erica Cunningham, Gift Lake School Teacher, received recognition from the ASBA for her Edwin Parr Teacher Award nomination. The Edwin Parr Teacher Award recognizes first year teachers that demonstrate exemplary dedication and commitment to the field of education.

“When I first heard that I had been nominated for this award [Edwin Parr Teacher Award], I was surprised,” said Cunningham. “However, after I processed the information, I knew that it was a confirmation of my chosen career path.”

Cunningham, a mother of five children and originally from the community, worked at Gift Lake School for several years as a special needs assistant before completing a Bachelor of Arts and a Bachelor of Education at the Kings University College. Following in her mother’s footsteps, she says she is fortunate to begin her career in familiar territory.



P.O. Bag 1400, 9809-77<sup>th</sup> Avenue, Peace River, AB, T8S-1V2  
 Phone: 780-624-2060 or 1-800-362-1360  
 Fax: 780-624-5914

[www.nsd61.ca](http://www.nsd61.ca)

Follow us on Twitter and Like us on Facebook!

"Being a community member from Gift Lake has definitely helped me as a first year teacher because I know the children and their families," said Cunningham. "It is beneficial for both me and my students that I can converse with them in the Cree language. Although most students do not speak the language, they do hear it in their home and can often times understand what I am saying to them. I think using my language in our classroom helps to instill a positive image on the Cree culture which in turn will give a sense of identity for our students of Gift Lake."

Delores Pruden-Barrie, former Director of First Nations, Métis and Inuit (FNMI) of Education for NSD, was involved in nominating Erica. She says students are fortunate to have a confident grade 4-5 teacher.

"As I observed Erica, she really inspired me to reflect on the teaching profession and the great memorable things for change," said Pruden-Barrie. "She has the ability to make students think and feel confident."

Donna Barrett, Superintendent of Schools, says Erica has a bright future with NSD.

"Erica is a strong and dedicated teacher who understands and advocates for her students," said Barrett. "She is a very deserving recipient."

Erica celebrated the Edwin Parr Teacher Award nomination with other recipients in Zone One at the Sawridge Inn in Peace River.

For more information please contact:

Curtis Walty, Communications Coordinator  
 Office: 1-780-624-2060 extension: 6183  
 Cell: 1-780-219-1870

### June 2015 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%
Anzac Community School	23 (85%)	11 (17%)	15 (23%)	10 (15%)	2 (3%)	1 (2%)	3 (5%)
ADCS	22 (9%)	7 (3%)	38 (15%)	26 (11%)	33 (13%)	25 (10%)	96 (39%)
Bill Woodward School	38 (32%)	36 (31%)	18 (15%)	16 (14%)	5 (4%)	2 (2%)	3 (3%)
Bishop Routhier School	10 (14%)	10 (14%)	18 (24%)	10 (14%)	7 (9%)	10 (14%)	9 (12%)
Calling Lake School	17 (13%)	12 (9%)	32 (25%)	19 (15%)	14 (11%)	12 (9%)	21 (17%)
Chipewyan Lake School	8 (36%)	8 (36%)	3 (14%)	2 (9%)	1 (5%)	0 (0%)	0 (0%)
Conklin Community School	21 (66%)	7 (22%)	3 (9%)	1 (3%)	0 (0%)	0 (0%)	0 (0%)
Dr. Mary Jackson School	9 (26%)	6 (17%)	13 (37%)	0 (0%)	6 (17%)	1 (3%)	0 (0%)
Elizabeth School	70 (47%)	34 (23%)	25 (17%)	13 (9%)	3 (2%)	0 (0%)	3 (2%)
Father R. Perin School	7 (9%)	11 (14%)	16 (21%)	15 (19%)	6 (8%)	8 (10%)	14 (18%)
Fort McKay School	51 (53%)	20 (21%)	15 (15%)	5 (5%)	3 (3%)	3 (3%)	0 (0%)
Gift Lake School	54 (30%)	9 (5%)	38 (21%)	23 (13%)	14 (8%)	14 (8%)	27 (15%)
Grouard Northland School	20 (21%)	11 (12%)	23 (24%)	13 (14%)	13 (14%)	2 (2%)	12 (13%)
Hillview School	6 (23%)	4 (15%)	3 (12%)	4 (15%)	5 (19%)	1 (4%)	3 (12%)
JF Dion School	21 (29%)	18 (25%)	21 (29%)	5 (7%)	2 (3%)	2 (3%)	3 (4%)
Kateri School	13 (15%)	17 (20%)	14 (16%)	9 (11%)	9 (11%)	4 (5%)	19 (22%)
Little Buffalo School	9 (4%)	18 (9%)	20 (10%)	23 (11%)	25 (12%)	31 (15%)	80 (39%)
Mistassiniy School	60 (19%)	40 (13%)	55 (17%)	26 (8%)	31 (10%)	17 (5%)	88 (28%)
Paddle Prairie School	47 (40%)	18 (15%)	21 (18%)	18 (15%)	3 (3%)	4 (3%)	7 (6%)
Peerless Lake School	48 (37%)	3 (2%)	40 (31%)	16 (12%)	10 (8%)	1 (1%)	11 (9%)
Pelican Mountain School	0 (0%)	3 (18%)	8 (47%)	1 (6%)	2 (12%)	1 (6%)	2 (12%)
St. Theresa School	87 (21%)	61 (15%)	113 (27%)	53 (13%)	41 (10%)	21 (5%)	39 (9%)
Susa Creek School	12 (26%)	8 (17%)	14 (30%)	6 (13%)	2 (4%)	4 (9%)	1 (2%)
<b>Total (Average)</b>	<b>28 (26%)</b>	<b>16 (16%)</b>	<b>25 (22%)</b>	<b>14 (11%)</b>	<b>10 (8%)</b>	<b>7 (5%)</b>	<b>19 (12%)</b>

Career Pathways School	5 (7%)	1 (1%)	4 (6%)	7 (10%)	2 (3%)	7 (10%)	44 (63%)
Calling Lake Outreach	0 (0%)	0 (0%)	1 (9%)	1 (9%)	2 (18%)	0 (0%)	7 (64%)





## DIVISION ATTENDANCE SEPTEMBER 2014

ECS	850	33	49	28	14	10	9	293	
Gr. 1	143	42	44	25	19	10	5	288	
Gr. 2	151	31	55	25	10	6	4	282	
Gr. 3	127	38	53	13	9	3	2	245	
Gr. 4	127	28	29	30	12	4	5	235	
Gr. 5	126	34	29	25	15	7	10	246	
Gr. 6	118	29	49	20	9	7	6	238	
Gr. 7	107	29	36	23	10	2	13	220	
Gr. 8	87	31	32	30	12	6	12	210	
Gr. 9	55	20	32	18	7	4	23	159	
Gr.10	53	17	27	21	10	12	26	176	
Gr. 11	50	7	25	10	14	9	31	146	
Gr. 12	48	17	21	16	20	13	16	151	
Students Totals	1852	356	481	284	161	93	162	2889	

## DIVISION ATTENDANCE OCTOBER 2014

							Below 50%	Total
ECS	887	35	64	31	12	7	11	297
Gr. 1	119	43	56	31	16	8	12	285
Gr. 2	125	47	51	27	15	5	4	274
Gr. 3	135	31	43	22	7	2	4	244
Gr. 4	126	26	43	15	14	6	5	235
Gr. 5	109	31	41	31	13	7	10	242
Gr. 6	110	34	40	24	13	6	8	235
Gr. 7	92	37	35	19	17	7	13	220
Gr. 8	70	35	37	28	13	8	20	211
Gr. 9	41	25	37	22	12	4	30	171
Gr.10	49	13	29	20	15	10	48	184
Gr. 11	33	15	9	18	20	12	39	146
Gr. 12	33	22	19	21	14	11	36	156
Student Totals	1879	394	504	309	181	93	240	2900

## DIVISION ATTENDANCE NOVEMBER 2014

							Under 50%	Total
ECS	107	45	62	31	19	13	20	297
Gr. 1	91	49	69	29	25	10	19	292
Gr. 2	105	42	63	27	21	10	11	279
Gr. 3	82	54	53	25	14	9	8	245
Gr. 4	77	52	43	29	16	8	9	234
Gr. 5	73	52	50	23	19	8	17	242
Gr. 6	75	54	48	16	15	9	14	231
Gr. 7	56	33	57	35	13	13	11	218
Gr. 8	33	28	53	28	21	19	23	205
Gr. 9	32	23	24	19	14	8	36	156
Gr. 10	25	10	30	22	23	17	52	179
Gr. 11	22	8	12	16	17	13	52	140
Gr. 12	21	8	17	21	30	11	43	151
Student Totals	799	458	581	321	247	148	315	2869

## DIVISION ATTENDANCE DECEMBER 2014

							Under 50%	Total
ECS	52	48	66	36	33	22	40	297
Gr. 1	61	40	57	54	27	18	35	292
Gr. 2	66	52	61	39	33	11	18	280
Gr. 3	54	52	48	43	21	9	18	245
Gr. 4	60	53	51	17	27	11	15	234
Gr. 5	65	49	38	32	20	11	27	242
Gr. 6	58	46	44	27	16	14	26	231
Gr. 7	49	28	52	27	19	13	30	218
Gr. 8	35	31	30	23	27	15	44	205
Gr. 9	33	14	29	18	14	14	45	167
Gr. 10	34	9	21	19	18	8	70	179
Gr. 11	18	10	16	12	16	7	61	140
Gr. 12	17	9	23	16	25	17	47	154
Student Totals	602	441	536	363	296	170	476	2884

## DIVISION ATTENDANCE JANUARY 2015

	92	17	61	37	27	24	43	301
ECS	92	17	61	37	27	24	43	301
Gr. 1	88	22	60	49	29	23	22	293
Gr. 2	93	18	66	40	28	11	19	275
Gr. 3	83	15	62	37	25	10	10	242
Gr. 4	102	18	49	23	25	10	8	235
Gr. 5	86	21	43	37	18	20	18	243
Gr. 6	84	25	46	30	18	10	15	228
Gr. 7	68	20	52	28	20	10	20	218
Gr. 8	49	23	25	36	19	16	36	204
Gr. 9	43	13	25	24	11	12	26	154
Gr. 10	51	12	18	17	10	9	64	181
Gr. 11	31	5	11	9	10	12	58	136
Gr. 12	41	15	13	16	14	13	48	160
Student Totals	911	228	531	383	254	180	387	2870

## DIVISION ATTENDANCE FEBRUARY 2015

	64	43	68	39	31	24	34	303
ECS	64	43	68	39	31	24	34	303
Gr. 1	77	45	59	44	24	20	22	291
Gr. 2	74	47	61	39	26	10	19	276
Gr. 3	69	52	43	33	21	15	12	245
Gr. 4	77	49	54	23	14	13	8	238
Gr. 5	71	42	49	30	18	9	20	239
Gr. 6	70	34	46	29	19	12	15	225
Gr. 7	79	34	42	21	21	10	17	224
Gr. 8	51	28	34	32	25	11	26	207
Gr. 9	51	13	24	16	13	16	28	161
Gr. 10	39	18	22	22	16	16	33	166
Gr. 11	35	12	18	11	8	11	28	123
Gr. 12	45	16	20	18	10	12	27	148
Student Totals	802	433	540	357	246	179	289	2846

## DIVISION ATTENDANCE MARCH 2015

	96	37	65	46	24	16	21	305
ECS	96	37	65	46	24	16	21	305
Gr. 1	85	37	61	34	26	15	28	286
Gr. 2	93	38	67	35	19	12	10	274
Gr. 3	88	29	53	34	19	10	12	245
Gr. 4	88	29	53	34	16	11	7	238
Gr. 5	83	24	45	23	33	14	20	242
Gr. 6	75	27	51	36	18	7	13	227
Gr. 7	78	20	46	22	15	14	27	222
Gr. 8	51	25	40	33	13	13	32	207
Gr. 9	39	8	34	16	10	12	41	160
Gr. 10	43	13	20	18	13	11	46	164
Gr. 11	30	7	15	12	10	4	41	119
Gr. 12	33	3	27	15	13	12	45	148
Student Totals	882	297	577	358	229	151	343	2837

## DIVISION ATTENDANCE APRIL 2015

	80% - 94%	65% - 79%	50% - 64%	35% - 49%	20% - 34%	Below 20%	Total	
ECS	78	59	72	40	26	10	19	304
Gr. 1	89	58	57	22	20	16	27	289
Gr. 2	80	52	69	29	26	10	9	275
Gr. 3	74	49	60	25	12	9	15	244
Gr. 4	80	41	58	22	21	13	12	242
Gr. 5	51	49	62	27	22	12	18	241
Gr. 6	55	39	55	32	21	10	15	227
Gr. 7	57	31	43	35	17	7	33	223
Gr. 8	80	22	50	39	14	18	33	206
Gr. 9	28	16	21	14	16	21	30	146
Gr. 10	25	14	24	12	15	13	54	157
Gr. 11	22	7	17	1	11	14	45	117
Gr. 12	26	7	23	10	9	7	56	138
Student Totals	695	444	606	308	230	160	366	2809

## DIVISION ATTENDANCE MAY 2015

	80% - 94%	65% - 79%	50% - 64%	35% - 49%	20% - 34%	Below 20%	Total	
ECS	114	25	63	37	24	20	26	309
Gr. 1	109	19	68	28	22	14	28	288
Gr. 2	109	33	45	41	18	14	17	277
Gr. 3	92	28	58	28	14	5	19	244
Gr. 4	96	27	50	25	23	11	12	244
Gr. 5	92	23	42	31	23	11	20	242
Gr. 6	74	33	53	27	12	14	18	231
Gr. 7	45	23	53	27	25	16	32	221
Gr. 8	42	15	40	37	17	17	37	205
Gr. 9	31	9	36	19	15	10	42	162
Gr. 10	27	9	13	16	15	15	58	153
Gr. 11	28	1	9	5	13	9	51	116
Gr. 12	30	6	15	7	10	7	61	136
Student Totals	889	251	545	328	231	163	421	2828

## DIVISION ATTENDANCE JUNE 2015

	80% - 94%	65% - 79%	50% - 64%	35% - 49%	20% - 34%	Below 20%	Total	
ECS	80	50	74	30	26	15	32	307
Gr. 1	55	30	74	32	29	21	46	287
Gr. 2	80	38	53	39	21	12	33	276
Gr. 3	63	31	64	36	18	11	21	244
Gr. 4	57	34	63	37	17	15	22	245
Gr. 5	55	34	45	35	26	11	37	243
Gr. 6	49	35	52	26	22	18	30	232
Gr. 7	57	38	42	22	16	13	33	221
Gr. 8	50	31	32	17	20	17	38	205
Gr. 9	31	18	29	17	18	10	40	163
Gr. 10	39	9	21	8	12	8	56	153
Gr. 11	22	12	9	8	5	13	47	116
Gr. 12	20	13	13	14	11	7	57	135
Student Totals	658	373	571	321	241	171	492	2827



### 2014-2015 Division Attendance

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%
September	1352 (47%)	356 (12%)	481 (17%)	284 (10%)	161 (6%)	93 (3%)	162 (6%)
October	1179 (41%)	394 (14%)	504 (17%)	309 (11%)	181 (6%)	93 (3%)	240 (8%)
November	799 (28%)	458 (16%)	581 (20%)	321 (11%)	247 (9%)	148 (5%)	315 (11%)
December	602 (21%)	441 (15%)	536 (19%)	363 (13%)	296 (10%)	170 (6%)	476 (17%)
January	911 (32%)	228 (8%)	531 (19%)	383 (13%)	254 (9%)	180 (6%)	387 (13%)
February	802 (28%)	433 (15%)	540 (19%)	357 (13%)	246 (9%)	179 (6%)	289 (10%)
March	882 (31%)	297 (10%)	577 (20%)	358 (13%)	229 (8%)	151 (5%)	343 (12%)
April	695 (25%)	444 (16%)	606 (22%)	308 (11%)	230 (8%)	160 (6%)	366 (13%)
May	889 (31%)	251 (9%)	545 (19%)	328 (12%)	231 (8%)	163 (6%)	421 (15%)
June	658 (23%)	373 (13%)	571 (20%)	321 (11%)	241 (9%)	171 (6%)	492 (17%)
Total (Average)	877 (31%)	368 (13%)	547 (19%)	333 (12%)	232 (8%)	151 (5%)	349 (12%)





# Chairman's Report October 2, 2015

## August, 2015

18	Gift Lake	Gift Lake New School Meeting with Alberta Infrastructure, Marshall-Lee Contractors, Group 2 Architects, Northland School Division and Gift Lake Metis Settlement CAO
	Wabasca	Travel/Overnight
19	Wabasca	Northland School Division New Teacher Orientation Personnel Committee Meeting Education Committee Meeting Finance/Maintenance/Transportation Committee Meeting Agenda Review
20	Wabasca	Northland School Division New Teacher Orientation Northland School Division Administrators' Meeting
	Martin Lake	Facility Tour with Alberta Education Director
24	Gift Lake	Community Meeting; Re: Long-Term Governance and Funding Arrangements Agreement (LTA) Specifically Education, What We Heard Report
25	Peace River	Office Preparation For Meeting with The Minister Of Education Calls/Correspondence
28	Peace River	Northland School Division Corporate Board Meeting
29	Peace River	Northland School Division Corporate Board Meeting
31	Edmonton	Northland School Division No.61 Policy 1 Committee Meeting

## September, 2015

1	Edmonton	Northland School Division Policy 1 Committee Meeting
2 (PM)	Grande Prairie	Meeting with Assistant Deputy Minister Travel/Overnight
3	Grande Prairie	Meeting with the Minister Of Education (Zone 1)
4 (PM)	Edmonton	Meeting with the CEO, Kee Tas Kee Now Tribal Council
8	Gift Lake	Meeting; Re: Gift Lake School Construction deficiencies with Group 2 Architects, Proposal to Address Drainage Issues
9 (PM)	Edmonton	Meeting with Capital Planning, Alberta Education; Re: Gift Lake School Drainage Proposal
10	Lacombe	Funeral Former Employee of Northland School Division
11 (PM)	Edmonton	Meeting with Alberta Education, Assistant Deputy Minister Meeting with Alberta Infrastructure; Re: Drainage Proposal for Gift Lake School
14 (PM)	Edmonton	McLennan-Ross Legal; Re: Joint Use Agreement Northland School Division, Gift Lake Metis Settlement and Northern Lakes College
15 (PM)	Peace River	Travel
16	Peace River	Education Committee Meeting Personnel Committee Meeting Finance/Maintenance/Transportation Committee Meeting Agenda Review
17	Peace River	Office – Maintenance -Filing -Scheduling, etc
18	Edmonton	Alberta Education; Teacher Bargaining Model Consultations





NORTHLAND SCHOOL DIVISION NO. 61  
 BOARD REPORT  
 2014/2015 SCHOOL YEAR  
 PERIOD ENDING - AUGUST 31, 2015

	ACTUAL	BUDGET	VARIANCE
<b><u>ELECTIONS</u></b>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS--TRUSTEES	60.00	-	-
LEGAL FEES	6,271.27	-	-
POSTAGE--ELECTIONS	-	-	-
INSERVICE--ELECTIONS	-	-	-
RENUMERATION--ELECTIONS	2,116.25	80,000.00	77,883.75
TRAVEL & SUBSISTENCE--ELECTIONS	1,517.09	-	(1,517.09)
PRINTING & BINDING--ELECTIONS	958.62	-	(958.62)
ADVERTISING--ELECTIONS	5,042.62	-	(5,042.62)
OFFICE SUPPLIES--ELECTIONS	25.17	-	(25.17)
<b>SUB-TOTAL</b>	<b>15,991.02</b>	<b>80,000.00</b>	<b>70,340.25</b>
<b><u>COMMITTEES</u></b>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	10,000.00	10,000.00
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	16,906.05	60,000.00	43,093.95
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	819.96	-	(819.96)
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	9,360.65	-	(9,360.65)
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	29,901.03	-	(29,901.03)
TRAVEL & SUBSISTENCE - RED EARTH TRANSFER	-	-	-
<b>SUB-TOTAL</b>	<b>56,987.69</b>	<b>70,000.00</b>	<b>13,012.31</b>
<b><u>OTHER EXPENSES</u></b>			
REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
REMUNERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	3,559.08	4,000.00	440.92
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	159,913.94	200,000.00	40,086.06
IN-SERVICE - BOARD	386.24	90,000.00	89,613.76
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	18,755.25	25,000.00	6,244.75
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	200.40	-	(200.40)
TELEPHONE - TRUSTEE	2,400.18	3,000.00	599.82
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	65,643.96	80,000.00	14,356.04
TRAVEL & SUBSISTANCE - PSBA	-	-	-
TRAVEL & SUBSISTANCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	1,302.29	-	(1,302.29)
TRAVEL & SUBSISTENCE - RETREAT	265.81	-	-
A.S.B.A. & P.S.B.A. FEES - BOARD	35,221.87	38,000.00	2,778.13
PRINTING & BINDING	4,807.51	3,500.00	(1,307.51)
INSURANCE - BOARD OF TRUSTEES	169.14	250.00	80.86
ADVERTISING - BOARD	667.66	3,000.00	2,332.34
OFFICE SUPPLIES	927.37	5,000.00	4,072.63
AWARDS	26,756.28	25,000.00	(1,756.28)
POSTAGE - BOARD	2,099.12	4,000.00	1,900.88
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
<b>SUB-TOTAL</b>	<b>323,076.10</b>	<b>481,750.00</b>	<b>158,939.71</b>
<b>TOTAL</b>	<b>396,054.81</b>	<b>631,750.00</b>	<b>242,292.27</b>

NORTHLAND SCHOOL DIVISION NO. 61  
 BOARD REPORT  
 2014/2015 SCHOOL YEAR  
 PERIOD ENDING - SEPTEMBER 29, 2015

	ACTUAL	BUDGET	VARIANCE
<b><u>ELECTIONS</u></b>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS-TRUSTEES	-	-	-
LEGAL FEES	-	-	-
POSTAGE-ELECTIONS	-	-	-
INSERVICE-ELECTIONS	-	-	-
RENUMERATION-ELECTIONS	-	80,000.00	80,000.00
TRAVEL & SUBSISTENCE-ELECTIONS	-	-	-
PRINTING & BINDING-ELECTIONS	-	-	-
ADVERTISING-ELECTIONS	-	-	-
OFFICE SUPPLIES-ELECTIONS	-	-	-
SUB-TOTAL	-	80,000.00	80,000.00
<b><u>COMMITTEES</u></b>			
REMUNERATION TRUSTEES	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	-	-
TRAVEL & SUBSISTENCE - PERSONNEL	-	-	-
TRAVEL & SUBSISTENCE - EDUCATION	-	-	-
TRAVEL & SUBSISTENCE - FINANCE	-	-	-
TRAVEL & SUBSISTENCE - NEGOTIATION	-	-	-
TRAVEL & SUBSISTENCE - PAC	-	-	-
TRAVEL & SUBSISTENCE - AD HOC	-	-	-
TRAVEL & SUBSISTENCE - QUALITY OF WORK LIFE	-	-	-
TRAVEL & SUBSISTENCE - KTC PARTNERSHIP	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	-	-	-
TRAVEL & SUBSISTENCE - POLICY 1 REVIEW	462.03	-	(462.03)
TRAVEL & SUBSISTENCE - COMMUNITY ENGAGEMENT	-	-	-
TRAVEL & SUBSISTENCE - RED EARTH TRANSFER	-	-	-
SUB-TOTAL	462.03	-	(462.03)
<b><u>OTHER EXPENSES</u></b>			
REMUNERATION TRUSTEES	-	-	-
RENUMERATION - RECRUITMENT	-	-	-
RENUMERATION TRUSTEES - RETREAT	-	-	-
EMPLOYEE BENEFITS - TRUSTEES	-	4,000.00	4,000.00
EMPLOYEE BENEFITS - RECRUITMENT	-	-	-
PROFESSIONAL SERVICES	-	200,000.00	200,000.00
IN-SERVICE - BOARD	-	60,000.00	60,000.00
IN-SERVICE - BOARD (ORIENTATION)	-	-	-
IN-SERVICE - N.S.D. P.D. - TRUSTEES	-	-	-
LEGAL FEES - BOARD TRUSTEES	-	25,000.00	25,000.00
RENUMERATION ALTERNATES	-	-	-
VISA PURCHASES - TRUSTEE	200.40	-	(200.40)
TELEPHONE - TRUSTEE	-	3,000.00	3,000.00
TELEPHONE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - BOARD/OTHER	-	40,000.00	40,000.00
TRAVEL & SUBSISTENCE - PSBA	-	-	-
TRAVEL & SUBSISTENCE - ASBA	-	-	-
TRAVEL & SUBSISTENCE - TRUSTEE	-	-	-
TRAVEL & SUBSISTENCE - VICE CHAIRMAN	-	-	-
TRAVEL & SUBSISTENCE - RECRUITMENT	1,302.29	-	(1,302.29)
TRAVEL & SUBSISTENCE - RETREAT	265.81	-	-
A.S.B.A. & P.S.B.A. FEES - BOARD	-	38,000.00	38,000.00
PRINTING & BINDING	-	3,500.00	3,500.00
INSURANCE - BOARD OF TRUSTEES	-	250.00	250.00
ADVERTISING - BOARD	-	3,000.00	3,000.00
OFFICE SUPPLIES	8.40	5,000.00	4,991.60
AWARDS	-	25,000.00	25,000.00
POSTAGE - BOARD	-	4,000.00	4,000.00
FURNITURE& EQUIPMENT	-	1,000.00	1,000.00
SUB-TOTAL	1,776.90	411,750.00	410,238.91
TOTAL	2,238.93	491,750.00	489,776.88

**NORTHLAND SCHOOL DIVISION NO. 61  
LOCAL SCHOOL BOARD COMMITTEE REPORT  
2014/2015 SCHOOL YEAR  
PERIOD ENDING - AUGUST 31, 2015**

	Future Pay Out	Paid During Yr.	Total Pd. & Committed			Percent Expended
				Budget	Difference	
<b><u>Anzac</u></b>						
Quarterly Honorarium	-	1,888.75	1,888.75	4,920.00	3,031.25	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-	2,662.30	2,662.30	
Casual Labour, Supplies & Awards		3,096.01	3,096.01	250.00	(2,846.01)	
Total	-	4,984.76	4,984.76	12,864.30	7,879.54	38.7%
<b><u>Athabasca Delta</u></b>						
Quarterly Honorarium	-	3,106.77	3,106.77	4,920.00	1,813.23	
Travel & Subsistence		5,559.06	5,559.06	5,340.00	(219.06)	
In - Service			-		-	
Prior Year Carryover			-	7,420.88	7,420.88	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	8,665.83	8,665.83	17,930.88	9,265.05	48.3%
<b><u>Bishop Routhier</u></b>						
Quarterly Honorarium	-	3,106.77	3,106.77	4,920.00	1,813.23	
Travel & Subsistence		5,559.98	5,559.98	1,992.00	(3,567.98)	
In - Service			-		-	
Prior Year Carryover			-	1,234.38	1,234.38	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	8,666.75	8,666.75	8,396.38	(270.37)	103.2%
<b><u>Calling Lake</u></b>						
Quarterly Honorarium	-	3,038.10	3,038.10	4,920.00	1,881.90	
Travel & Subsistence			-	3,060.00	3,060.00	
In - Service			-		-	
Prior Year Carryover			-	4,943.17	4,943.17	
Casual Labour, Supplies & Awards		94.34	94.34	250.00	155.66	
Total	-	3,132.44	3,132.44	13,173.17	10,040.73	23.8%
<b><u>Chipewyan Lakes</u></b>						
Quarterly Honorarium	-	2,747.75	2,747.75	4,920.00	2,172.25	
Travel & Subsistence			-	2,740.00	2,740.00	
In - Service			-		-	
Prior Year Carryover			-	4,961.85	4,961.85	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	2,747.75	2,747.75	12,871.85	10,124.10	21.3%
<b><u>Conklin</u></b>						
Quarterly Honorarium	-	3,952.37	3,952.37	4,920.00	967.63	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	4,006.36	4,006.36	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	3,952.37	3,952.37	13,320.36	9,367.99	29.7%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Percent Expended		
				Budget	Difference	
<b><u>Dr. Mary Jackson</u></b>						
Quarterly Honorarium	-	5,160.25	5,160.25	4,920.00	(240.25)	71.9%
Travel & Subsistence			-	2,184.00	2,184.00	
In - Service			-		-	
Prior Year Carryover			-	1,201.81	1,201.81	
Casual Labour, Supplies & Awards		992.58	992.58	250.00	(742.58)	
Total	-	6,152.83	6,152.83	8,555.81	2,402.98	
<b><u>East Prairie</u></b>						
Quarterly Honorarium	-	4,919.00	4,919.00	4,920.00	1.00	67.4%
Travel & Subsistence		200.00	200.00	2,128.00	1,928.00	
In - Service			-		-	
Prior Year Carryover			-	461.52	461.52	
Casual Labour, Supplies & Awards		111.80	111.80	250.00	138.20	
Total	-	5,230.80	5,230.80	7,759.52	2,528.72	
<b><u>Elizabeth</u></b>						
Quarterly Honorarium	-	3,822.71	3,822.71	4,920.00	1,097.29	41.0%
Travel & Subsistence		1,196.07	1,196.07	3,816.00	2,619.93	
In - Service			-		-	
Prior Year Carryover			-	3,703.01	3,703.01	
Casual Labour, Supplies & Awards		182.60	182.60	250.00	67.40	
Total	-	5,201.38	5,201.38	12,689.01	7,487.63	
<b><u>Father R Perin</u></b>						
Quarterly Honorarium	-	4,850.36	4,850.36	4,920.00	69.64	66.3%
Travel & Subsistence		3,018.38	3,018.38	4,144.00	1,125.62	
In - Service			-		-	
Prior Year Carryover			-	3,365.39	3,365.39	
Casual Labour, Supplies & Awards		540.76	540.76	250.00	(290.76)	
Total	-	8,409.50	8,409.50	12,679.39	4,269.89	
<b><u>Fort McKay</u></b>						
Quarterly Honorarium	-	2,942.00	2,942.00	4,920.00	1,978.00	23.7%
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	6,372.00	6,372.00	
Casual Labour, Supplies & Awards		782.30	782.30	250.00	(532.30)	
Total	-	3,724.30	3,724.30	15,686.00	11,961.70	
<b><u>Gift Lake</u></b>						
Quarterly Honorarium	-	5,271.59	5,271.59	4,920.00	(351.59)	54.6%
Travel & Subsistence		298.48	298.48	2,292.00	1,993.52	
In - Service			-		-	
Prior Year Carryover			-	2,741.49	2,741.49	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	5,570.07	5,570.07	10,203.49	4,633.42	
<b><u>Grouard</u></b>						
Quarterly Honorarium	-	2,373.53	2,373.53	4,920.00	2,546.47	31.3%
Travel & Subsistence		43.56	43.56	2,028.00	1,984.44	
In - Service			-		-	
Prior Year Carryover			-	1,123.41	1,123.41	
Casual Labour, Supplies & Awards		191.31	191.31	250.00	58.69	
Total	-	2,608.40	2,608.40	8,321.41	5,713.01	

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>J.F. Dion</u></b>						
Quarterly Honorarium	-	4,677.75	4,677.75	4,920.00	242.25	
Travel & Subsistence		60.96	60.96	4,052.00	3,991.04	
In - Service			-		-	
Prior Year Carryover			-	3,144.60	3,144.60	
Casual Labour, Supplies & Awards		969.34	969.34	250.00	(719.34)	
Total	-	5,708.05	5,708.05	12,366.60	6,658.55	46.2%
<b><u>Kateri</u></b>						
Quarterly Honorarium	-	2,539.93	2,539.93	4,920.00	2,380.07	
Travel & Subsistence		-	-	2,416.00	2,416.00	
In - Service			-		-	
Prior Year Carryover			-	2,765.25	2,765.25	
Casual Labour, Supplies & Awards		100.96	100.96	250.00	149.04	
Total	-	2,640.89	2,640.89	10,351.25	7,710.36	25.5%
<b><u>Little Buffalo</u></b>						
Quarterly Honorarium	-	5,354.50	5,354.50	4,920.00	(434.50)	
Travel & Subsistence		1,439.75	1,439.75	1,880.00	440.25	
In - Service			-		-	
Prior Year Carryover			-	1,050.64	1,050.64	
Casual Labour, Supplies & Awards		1,741.72	1,741.72	250.00	(1,491.72)	
Total	-	8,535.97	8,535.97	8,100.64	(435.33)	105.4%
<b><u>Mistassiniy</u></b>						
Quarterly Honorarium	-	4,630.75	4,630.75	4,920.00	289.25	
Travel & Subsistence		331.27	331.27	2,836.00	2,504.73	
In - Service			-		-	
Prior Year Carryover			-	1,864.66	1,864.66	
Casual Labour, Supplies & Awards		3,868.48	3,868.48	250.00	(3,618.48)	
Total	-	8,830.50	8,830.50	9,870.66	1,040.16	89.5%
<b><u>Paddle Prairie</u></b>						
Quarterly Honorarium	-	3,448.01	3,448.01	4,920.00	1,471.99	
Travel & Subsistence		620.00	620.00	2,288.00	1,668.00	
In - Service			-		-	
Prior Year Carryover			-	3,517.80	3,517.80	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	4,068.01	4,068.01	10,975.80	6,907.79	37.1%
<b><u>Peerless Lake</u></b>						
Quarterly Honorarium	-	5,026.00	5,026.00	4,920.00	(106.00)	
Travel & Subsistence		1,544.85	1,544.85	2,340.00	795.15	
In - Service			-		-	
Prior Year Carryover			-	230.65	230.65	
Casual Labour, Supplies & Awards		1,081.00	1,081.00	250.00	(831.00)	
Total	-	7,651.85	7,651.85	7,740.65	88.80	98.9%
<b><u>Pelican Mountain</u></b>						
Quarterly Honorarium	-	2,989.00	2,989.00	4,920.00	1,931.00	
Travel & Subsistence		886.68	886.68	3,096.00	2,209.32	
In - Service			-		-	
Prior Year Carryover			-	3,454.97	3,454.97	
Casual Labour, Supplies & Awards		1,501.32	1,501.32	250.00	(1,251.32)	
Total	-	5,377.00	5,377.00	11,720.97	6,343.97	45.9%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed			Percent Expended
				Budget	Difference	
<b><u>St. Theresa</u></b>						
Quarterly Honorarium	-	4,677.75	4,677.75	4,920.00	242.25	
Travel & Subsistence		200.00	200.00	2,860.00	2,660.00	
In - Service			-		-	
Prior Year Carryover			-	(284.48)	(284.48)	
Casual Labour, Supplies & Awards		1,508.86	1,508.86	250.00	(1,258.86)	
<b>Total</b>	<b>-</b>	<b>6,386.61</b>	<b>6,386.61</b>	<b>7,745.52</b>	<b>1,358.91</b>	<b>82.5%</b>
<b><u>Susa Creek</u></b>						
Quarterly Honorarium	-	2,042.68	2,042.68	4,920.00	2,877.32	
Travel & Subsistence		596.19	596.19	2,984.00	2,387.81	
In - Service			-		-	
Prior Year Carryover			-	3,275.00	3,275.00	
Casual Labour, Supplies & Awards		705.96	705.96	250.00	(455.96)	
<b>Total</b>	<b>-</b>	<b>3,344.83</b>	<b>3,344.83</b>	<b>11,429.00</b>	<b>8,084.17</b>	<b>29.3%</b>
<b>GRAND TOTAL</b>	<b>-</b>	<b>121,590.89</b>	<b>121,590.89</b>	<b>244,752.66</b>	<b>123,161.77</b>	

TOTAL NUMBER OF LSBC WITHIN BUDGET	20	123,867.47
TOTAL NUMBER OF LSBC OVER BUDGET	2	(705.70)
TOTAL NUMBER OF LSBC	<u>22</u>	<u>123,161.77</u>

NORTHLAND SCHOOL DIVISION NO. 61  
 LOCAL SCHOOL BOARD COMMITTEE REPORT  
 2015/2016 SCHOOL YEAR  
 PERIOD ENDING - SEPTEMBER 29, 2015

	Future Pay Out	Paid During Yr.	Total Pd. & Committed	Budget	Difference	Percent Expended
<b><u>Anzac</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	5,032.00	5,032.00	
In - Service			-		-	
Prior Year Carryover			-	7,879.54	7,879.54	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	18,081.54	18,081.54	0.0%
<b><u>Athabasca Delta</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	5,340.00	5,340.00	
In - Service			-		-	
Prior Year Carryover			-	9,265.05	9,265.05	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	19,775.05	19,775.05	0.0%
<b><u>Bishop Routhier</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	1,992.00	1,992.00	
In - Service			-		-	
Prior Year Carryover			-	(270.37)	(270.37)	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	6,891.63	6,891.63	0.0%
<b><u>Calling Lake</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	3,060.00	3,060.00	
In - Service			-		-	
Prior Year Carryover			-	10,040.73	10,040.73	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	18,270.73	18,270.73	0.0%
<b><u>Chipewyan Lakes</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	2,740.00	2,740.00	
In - Service			-		-	
Prior Year Carryover			-	10,124.10	10,124.10	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	18,034.10	18,034.10	0.0%
<b><u>Conklin</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	9,367.99	9,367.99	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	18,681.99	18,681.99	0.0%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed			Percent Expended
				Budget	Difference	
<b><u>Dr. Mary Jackson</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	2,184.00	2,184.00	
In - Service			-		-	
Prior Year Carryover			-	2,402.98	2,402.98	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	9,756.98	9,756.98	0.0%
<b><u>East Prairie</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	2,128.00	2,128.00	
In - Service			-		-	
Prior Year Carryover			-	2,528.72	2,528.72	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	9,826.72	9,826.72	0.0%
<b><u>Elizabeth</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	2,128.00	2,128.00	
In - Service			-		-	
Prior Year Carryover			-	7,487.63	7,487.63	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	14,785.63	14,785.63	0.0%
<b><u>Father R Perin</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	4,269.89	4,269.89	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	13,583.89	13,583.89	0.0%
<b><u>Fort McKay</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	4,144.00	4,144.00	
In - Service			-		-	
Prior Year Carryover			-	11,961.70	11,961.70	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	21,275.70	21,275.70	0.0%
<b><u>Gift Lake</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	2,292.00	2,292.00	
In - Service			-		-	
Prior Year Carryover			-	4,633.42	-	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	12,095.42	12,095.42	0.0%
<b><u>Grouard</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence			-	2,292.00	2,292.00	
In - Service			-		-	
Prior Year Carryover			-	5,713.01	5,713.01	
Casual Labour, Supplies & Awards			-	250.00	250.00	
Total	-	-	-	13,175.01	13,175.01	0.0%



	Future Pay Out	Paid During Yr.	Total Pd. & Committed			Percent Expended
				Budget	Difference	
<b><u>J.F. Dion</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	4,052.00	4,052.00	
In - Service			-		-	
Prior Year Carryover			-	6,658.55	6,658.55	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	15,880.55	15,880.55	0.0%
<b><u>Kateri</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,416.00	2,416.00	
In - Service			-		-	
Prior Year Carryover			-	7,710.36	7,710.36	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	15,296.36	15,296.36	0.0%
<b><u>Little Buffalo</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	1,880.00	1,880.00	
In - Service			-		-	
Prior Year Carryover			-	(435.33)	(435.33)	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	6,614.67	6,614.67	0.0%
<b><u>Mistassiniy</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,836.00	2,836.00	
In - Service			-		-	
Prior Year Carryover			-	1,040.16	1,040.16	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	9,046.16	9,046.16	0.0%
<b><u>Paddle Prairie</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,288.00	2,288.00	
In - Service			-		-	
Prior Year Carryover			-	6,907.79	6,907.79	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	14,365.79	14,365.79	0.0%
<b><u>Peerless Lake</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	2,340.00	2,340.00	
In - Service			-		-	
Prior Year Carryover			-	88.80	88.80	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	7,598.80	7,598.80	0.0%
<b><u>Pelican Mountain</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence		-	-	3,096.00	3,096.00	
In - Service			-		-	
Prior Year Carryover			-	6,343.97	6,343.97	
Casual Labour, Supplies & Awards		-	-	250.00	250.00	
Total	-	-	-	14,609.97	14,609.97	0.0%

	Future Pay Out	Paid During Yr.	Total Pd. & Committed			Percent Expended
				Budget	Difference	
<b><u>St. Theresa</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	2,860.00	2,860.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	1,358.91	1,358.91	
Casual Labour, Supplies & Awards	-	138.99	138.99	250.00	111.01	
Total	-	138.99	138.99	9,388.91	9,249.92	1.5%
<b><u>Susa Creek</u></b>						
Quarterly Honorarium	-	-	-	4,920.00	4,920.00	
Travel & Subsistence	-	-	-	2,984.00	2,984.00	
In - Service	-	-	-	-	-	
Prior Year Carryover	-	-	-	8,084.17	8,084.17	
Casual Labour, Supplies & Awards	-	-	-	250.00	250.00	
Total	-	-	-	16,238.17	16,238.17	0.0%
<b>GRAND TOTAL</b>	-	138.99	138.99	303,273.77	303,134.78	

TOTAL NUMBER OF LSBC WITHIN BUDGET	22	303,134.78
TOTAL NUMBER OF LSBCOVER BUDGET	0	-
TOTAL NUMBER OF LSBC	22	303,134.78

Subscribe

Share ▼

Past Issues

Translate

The Advocate: Volume 3 - Issue 7

[View this email in your browser](#)



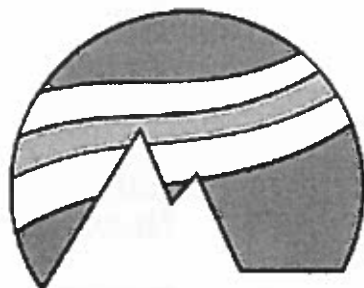
Share



Tweet



Forward



**Public School Boards'  
Association of Alberta**

*Only Public Schools Provide Public Education.™*

# THE ADVOCATE

SEPTEMBER 2015

## *Exciting & Interactive 2015 Fall Events Planned*

Our 2015 Fall Events will be hosted at the Sutton Place Hotel, Edmonton, AB on 21 - 23 October 2015 (Inclusive)

Our Fall Events schedule includes:

### *Wednesday 21 October 2015 (8:30 a.m. - 3:00 p.m.)*

- New Government. New Advocacy with Maurice Fritze; and
- Lunch and Conversation with Graham Thomson, Columnist, Edmonton Journal

### *Wednesday 21 October 2015 (6:00 p.m.)*

## *News*

### **Government & MLA Contacts**

If you need the contact information for Premier Notley, Cabinet or any MLAs, just click on the link below, all information is just a click away.

[View Contacts](#)

- Annual MLA Reception.

**Thursday 22 October 2015 (8:00 a.m. - 3:30 p.m.)**

- Trustee University III: Maintaining the Dream with Dr. Paul Newton;
- Ian Hill will be working with our Student Leaders!; and
- Long Service Award Presentations.

**Ian Hill Presentation Brochure**

**Thursday 22 October 2015 (6:00 p.m.)**

- 14<sup>th</sup> Lt. Gov. Lois E. Hole Dinner & Lecture with David Hancock Q.C.

**Friday 23 October 2015 (9:00 a.m. - 3:00 p.m.)**

- 2015 Annual General Meeting;
- Association Award Presentations; and
- Please note that we will also have the following elections at our AGM:
  - Executive Committee:
    - Elections for a TWO year term:
      - President;
      - First Vice President; and
      - One Director.
    - By-elections for a ONE year term:
      - Second Vice President; and
      - One Director.
  - Standing Committees:
    - Financial Review Committee - Election for a TWO year term - One Position; and
    - Intra Governmental Political Relations - Election for a TWO year term - Three positions.

Registration closes 09 October 2015! We encourage you to join us by registering for this exciting event, online at:

[Register Here](#)

## Association Four Year Calendar

Our Four Year Calendar provides you with an outline of our Upcoming Events for 2015 - 2018.

[View Calendar](#)

## Safe and Caring Newsletter

See below the August 2015 Safe and Caring Newsletter.

[View Newsletter](#)

## Sponsors



SCHOOL EMERGENCY PROGRAM

*The leading provider of school emergency solutions.  
From classroom to Board Room, we have you covered*

[www.hour-zero.com](http://www.hour-zero.com)



Save the Date Brochure

---

## Alberta Mental Health Review

You will recall from President Hrynyk's August 2015 Report, that the Province's Mental Health Review is being co-chaired by Dr. David Swann, Liberal leader and MLA for Calgary-Mountain View, and Danielle Larivee, MLA for Lesser Slave Lake. Tyler White, CEO of Siksika Health Services for Treaty 7 Management Corporation, has joined the Mental Health Review as a third committee member.

We are pleased to report that the Committee's online questionnaire is now available on Alberta Health's website.

The online questionnaire is open until Friday, October 23, and the report and recommendations will be presented to government by the end of the year. We encourage all Members to take a few moments to complete the survey.

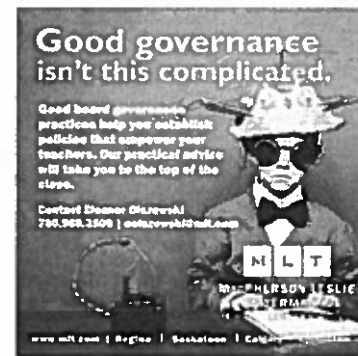
Take the Survey

---

## Hour Zero

### School Emergency Training

Our communities rely on school leaders to ensure schools are safe, and students and staff are prepared for any emergency situation. That takes commitment and training.



Join us at preparED® - the premier school emergency training event of the year.

preparED® is an action packed K-12 school emergency preparedness event like no other. From the moment you arrive, you'll be immersed in hands-on activities that will help prepare you to deal with school emergencies. Lots of learning, mixed with fun, at a location that will take your breath away. It's an event you won't want to miss it.

#### SCHEDULE

NOV 3 Pre-Conference Workshops / Wine and Cheese

NOV 4 Workshops and Live Exercise /West Coast Clambake

NOV 5 Workshops and Live Exercise

Tigh-Na-Mara Conference Centre  
1155 Resort Drive  
Parksville, BC V9P 2E3  
[www.tigh-na-mara.com](http://www.tigh-na-mara.com)

[Register Here](#)

## *Upcoming Events*

### ***Fall Events***

***21 - 23 October 2015 - Sutton Place Hotel, Edmonton, AB***

[Register Here](#)

***November 2015 - Public School Board Council Meeting***

***13 - 14 November 2015 - DoubleTree by Hilton Hotel, West Edmonton***

[Register Here](#)



A · S · B · A  
Alberta School Boards  
Association

For members of the Alberta School Boards Association

# Communications Now

## October 2015

Shaping and developing strong messages..... 6

Learning to delegate effectively ..... 8

How to work effectively with a communications contractor..... 11

### In *Weblinks*

National Bullying Awareness Week..... 14

### In *Resources for Families*

Tips for a healthier school year

## Engage your public through a 'listening session'

Sometimes the best way for a school board to get feedback is not in the board room but in the "living room" – the old-fashioned way, sitting in a circle and sharing ideas.

Although Facebook and blogs are convenient, nothing beats the personal connection you find when you sit down with people in a relaxed setting. In today's electronic frenzy, a school board listening session is different enough to stand out. It also costs almost nothing.

### What it is... and how to proceed

A listening session is a chance for community members to have a conversation with their school board members.

**Planning guidelines:** Conduct several, depending on the issue and size of jurisdiction, with groups including classified staff, teachers, parents, business leaders and senior citizens. Staff and other non-targeted members of the public should be invited to attend to sit outside

the circle and listen in. A good time to have the session is in the evening, but this depends on the community.

**Two weeks prior to session:** The board chair sends invitations with listening session questions to select group of patrons or staff. This usually involves 20 to 30 invitations, which nets a minimum of a dozen people. Make it clear that the board wants to listen to what the community thinks about a certain topic or the jurisdiction in general and that the feedback will be used to improve communications.

It's important to remember that the board won't be "talking" during this session – only at the end in case folks want to follow up and ask questions.

**Two days prior to session:** Call to follow up to confirm attendance two days before event.

**Evening of event:** Location can be in school, library, or even a local business, or church to establish community connection. Set up chairs in a circle with flip charts, or use projector and laptop for a note taker to type notes visible to group. Offer refreshments. Use an outside facilitator

**As soon after as possible:** Send thank you letters.

---

Communications Now is prepared for the Alberta School Boards Association by the Washington State School Directors' Association and edited for use in Alberta. Members of the ASBA may reproduce and distribute this package as part of a local communications program. Contact ASBA Communications at 1.780.482.7311.



## Communications Now

### Listening Session agenda sample and script

**6 to 6:05 p.m.** – Casual welcome and seating. Staff greet guests and show seating arrangement.

Have survey questions available at door. Post questions on flip charts or on an electronic screen.

**6:05:** Remarks and introductions by board chair (*script*):

Welcome and explain why the board is holding these sessions. Example: “We want to build more understanding and trust in how the jurisdiction spends resources; or how it should use social media to reach out during a crisis, etc.” Note who is present: citizens, chosen as a random sample from throughout the jurisdiction. Emphasize that board members won't be talking – they're just listening.

Thank them for being there. Suggested comment for staff participants: “I hope you already know this, but staff are the most important link we have to the community. You are trusted because you work here. You're often the most credible information about the jurisdiction!”

**6:10 to 6:15:** Facilitator's remarks (*script*):

I'm very honored to be your facilitator tonight. This board is taking a very positive, brave step – to listen, face-to-face, to your concerns and ideas. We welcome your ideas however you send them – on Facebook, Twitter, email or via text – but sometimes the best way to get to the real issue is by just sitting down to talk. The same goes for administrators, who are sitting in the group and are interested in what you have to say. And, like the board, they won't be **talking**,

either, but if you want to ask questions later, they'll be on hand at the end, along with the board. My role is to keep things on track.

“So, here's how the process will work. We have four questions on the sheet you received when you came in, which were also included in your invitation. We'll start with the first question, with each person taking his or her turn to share. We'll go around the circle, then we'll tackle the next question the same way. Staff will take notes on the computer, so we can see everyone's basic ideas – and notice common themes. If you feel the need to add something to your comments or clarify something we'll take just a minute at the end of each question – but only after everyone has spoken. It's important to allow everyone enough time.

“Here are the ground rules. There are no right or wrong answers. All opinions are valued. Don't worry if your facts are correct. We are not here to correct or confirm anything. This is your time to share, and we want to hear from everyone – if you feel uncomfortable speaking to the group, feel free to use this sheet for your comments and turn them in. The same goes for others attending – we'd like to hear from you, too! The important thing is to be honest.

I'd like to remind everyone this is a public meeting, so please don't bring up any personnel-related subjects, or mention any names, since specific personnel issues, by law, are confidential.

So, let's get started!

First, introductions: How long have you lived here, any kids attending our schools, etc.?

We'll start at this end...to give a moment to collect some thoughts. I'll read the first question:

Please try to keep your comments to less than two minutes, since we've earmarked about 15





## Communications Now

minutes for each question. (Note: the following uses questions created for trust. Create your own, or use these.)

*15 minutes*

1. On a scale of 1 to five, with five being the highest, how would you rate the school board regarding trust in how it makes budget and spending decisions? Why?

*15 minutes*

2. What needs to happen in the jurisdiction to increase your trust level? For example, what information would you like? What new things should happen?

*15 minutes*

3. What is the school board doing now that builds trust?

*15 minutes*

4. What do you think your role should be in improving trust with the board and jurisdiction in general?

Again, on behalf of your staff and board, thank you for sharing with us tonight. By the end, we'll have heard from parents, staff, senior citizens, and business people. Let's "break up the circle" now and mingle if you have questions – and remember to leave any written comments with us; we'll also have a box by the door.

End by telling them what you plan to do with their feedback, even if it's sharing highlights through websites, social media, reports, etc. Also, if you're creating a report from the event, offer to send it (or an online link).

*Contributed by Shannon Priem, communications consultant*



## Communications Now

### **Sample invitation letter to board listening session**

Date and year

Dear Robert and Mary Ann:

The \_\_\_\_\_ School Board wants your opinion. We'd like to invite you to participate in a listening session on Tuesday, April 22 at 6 p.m. in Room 2 at our Support Services Center located at \_\_\_\_\_. The session will last about 90 minutes.

A listening session is an informal, small-group discussion about your thoughts, opinions and concerns. Our theme will be \_\_\_\_\_.

A moderator will get the discussion started by asking a few open-ended questions. Unlike regular board meetings, school board members will only listen; they will not speak or ask questions. The purpose is to let board members hear directly from parents, community members, and staff about issues and concerns. After the listening session, there will be time for board members and staff to talk with you in an informal way.

As part of its public engagement plan for the coming year, the Board has scheduled monthly listening sessions with a variety of groups. You are being invited because you are a vital part of our \_\_\_\_\_ (business, parent, senior, employee, etc.) community.

If you are unable to attend, we understand. However, we hope you will be able to make time in your schedule to participate. Please call \_\_\_\_\_ by (day/date) and let us know if you can make it.

Let us know if you have any special needs we can address to help you attend the meeting. Thank you for considering this opportunity and we look forward to seeing you there.

Sincerely,

(Your name here)

Board Chair



## Communications Now

### **Sample thank you letter for listening session**

*Note: nothing beats a hand-scribbled note on this form letter to a special attendee you want to connect with.*

Date and year

Robert Smith

Address

Dear Robert:

On behalf of the \_\_\_\_\_ School Board, I would like to take this opportunity to thank you for your interest in the \_\_\_\_\_ School Jurisdiction by attending the School Board Listening Session on \_\_\_\_\_ .

Please know that our School Board is listening to your concerns and taking your feedback seriously. Your input will help us improve communications with the community next year – and for years to come – as we continue listening to what you think about our school jurisdiction. We welcome the opportunity to hear from a cross section of our citizens and we look forward to your continued involvement.

*(Include whether you've posted a report, or will send/post a re-cap of the session)*

Sincerely,

Name, Chairperson

\_\_\_\_\_ School Board



## Communications Now

### Shaping and developing strong messages

Sometimes ‘messaging’ sounds a little to political to use in a school setting. However, if we get past the idea of shaping messages to “spin” an issue, we understand there can be positives to messaging. Developing messages helps ensure that audiences have the same understanding of an issue and that our messages are effective.

School jurisdictions might consider borrowing the concept of strategic messaging from the world of political campaigns. Well-thought-out, consistent messages will minimize confusion and misinformation and help you persuade people to act in a way that benefits students.

### When to message

Political campaigns are all about persuasion. Campaigners are working to persuade you to check a certain box on a ballot. So why don’t they just tell you to how to vote and be done with it? Because people need a reason to take a particular action instead of another and to make a specific choice. Through messaging, campaigns give you memorable, moving reasons to vote for one candidate or issue instead of another.

For a school jurisdiction, messaging should be used when you need to convince people to take a certain action. For instance, you may need to convince parents to send their kids to school more regularly, or fill out forms for your transportation department. You may need to convince non-parents to volunteer in your schools or to slow down in school zones.

Those are the external messages. Your most important messages may be for your internal audiences. There are many things you need to convince jurisdiction staff to act on every year.

### Who should shape the messages?

If you have a communications professional on staff or on contract, by all means include them. They have the training to help you quickly and efficiently develop audience-appropriate messages.

If you do not have a communications person, the people closest to the work should cooperate with the people closest to the top of the organization. The leaders know the strategic goals of the board and the community. Those closest to the work know the details for developing and delivering messages.

### How to develop messages

The best way to develop messages is to come up with a short answer to each of these questions:

- **Who are we trying to persuade?**  
Focus on groups of people, not “everybody.” Focusing on everybody is the same as focusing on nobody. Each group will have different motivations, so you must customize messages. Messages that would convince a teenager to act would be different than messages to persuade his parents.
- **What are we asking them to do?**  
You need to boil your message down to a specific action or short set of actions you are asking them to do. “Please be supportive” is too vague. So is “be informed”. Those are attitudes, but you want actions. What, specifically are you asking them to do? Donate money? Volunteer at a school?
- **Why are they not doing it already?**  
You have to hear from people in the group you are trying to reach. Otherwise, you will only be guessing at why they are not already doing something. There is nothing worse than a bunch of administrators presuming to



## Communications Now

know why people in various demographic groups act or don't act a certain way.

Formal surveys are the best, but they are not always feasible. Surveys can be informal as long as they tap into the thoughts of the people you need to get action from.

- **What do people in that group care about?**

Again, the only way to know what moves people in a certain group is to ask people in that group. Or better yet, bring one into the process.

Want to know what would move your bus drivers? Ask a few or invite a few to your meetings. Make sure you get someone without an intense personal agenda that would prevent them from representing the larger group. Ask them to share their thoughts.

- **What facts would move them to act?**

Again, you need to test the facts with a few representatives of that group. Are young teachers going to be moved by the real dollar impacts on their retirement income as much as veteran teachers? Who knows? You have to ask them. Would the same facts convince business people to come volunteer in your schools as retirees?

- **Make it snappy.**

Phrase your messages so they are brief, informative and memorable. What is more memorable? Sixty-five per cent of families in our jurisdiction have such limited resources that they qualify for free and reduced lunch as well as other community services. Or, sixty-five per cent of our students live in poverty. Which is more memorable?

### Message delivery

#### Deliver messages multiple times in multiple ways

Expert communicators, including teachers, will tell you it takes many exposures for a message to sink in to the intended recipient. You need to determine how you can reach each audience multiple times with your messages. What meetings and other events can you plan or attend? What websites or publications would reach them? Who are the opinion leaders in their group who will share your messages?

#### Stay on message

This phrase may have negative connotations in politics. To some journalists, it means giving prepackaged answers to their questions. In the world of school jurisdictions, staying on message really means knowing the reasons that resonate with the audience you are talking to and staying true to them.

It minimizes confusion and builds trust when the story is the same no matter who is telling it. The information is much more powerful when several educators give people the same set of reasons in different settings. It creates awareness in the audience that your organization is serious, professional and moving forward with a unified plan.

Messaging is not about cute or clever phrases. It is about clarity of thought leading to a concise set of talking points that are delivered with consistency and attention to the priorities of your audience.

*Contributed by Jay Remy, communications director, Salem-Keizer Public Schools, Salem, Ore.*



## Communications Now

### Learning to delegate effectively

Education, like anything else can be pretty busy. Sometimes it seems responsibilities outweigh the time to do get things done. That's where delegating comes in. You might be surprised at some of the rewards when you let others manage some tasks.

### Why consider delegating

While time management is a great reason to delegate, there are some other less obvious reasons you may want to consider.

Delegation gives employees necessary opportunities to grow in skill and experience. This is important for the long-term success of your jurisdiction. Employees who are willing and able to grow into new responsibilities are key players in the future of your school system.

"An important part of delegation is having the employee take ownership of the success or failure of a project," notes Chris Baxter, Center Director at Sylvan Learning Center of Springfield Illinois. "I like to emphasize how a delegated project can add to the success of the organization."

Some employees may be better at some jobs than you are. Hate to break it to you, but no one is perfect. People have different skill sets. You could keep on struggling with something that isn't in the center of your skill set, or you could focus on what you do best and give someone else a chance. This way everyone benefits.

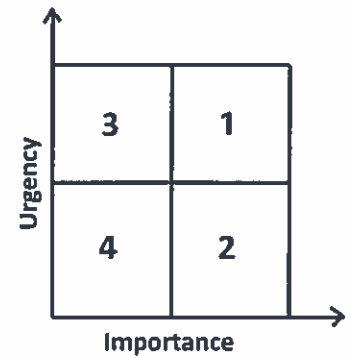
The ability to delegate is important for your own advancement. As you move up, the superintendent and directors above you are paying attention to how you manage your responsibilities. They are looking for management skills.

Can you see the big picture? Or do you get slogged down with the details? Delegating tasks is a good way of showing you are able to grasp

the scope of what is required of you and also plan for the future.

### Deciding what to delegate

The most important thing is knowing what responsibilities you can offload to others and what items are best handled by yourself. This chart is a good way to identify tasks by their urgency and importance.



Box four describes tasks that are less important and not time sensitive. These are the tasks that you should immediately delegate. If you have an assistant, he/she should ideally be handling those tasks.

Box one describes tasks that are both urgent and important. These are tasks best kept to yourself, as you don't have the time to manage someone else doing them, and it is important that they be done correctly.

Boxes two and three are where your delegation skills really come into play. They include items that are urgent but not important, and items that are important but not urgent. To learn how to delegate these tasks properly, it is important to know your team.

### What are your staff's abilities?

If you are beginning a new job, you aren't going to have the benefit of knowing the strengths and weaknesses of your staff. While it makes it harder to hit the ground running, it does give you a valuable opportunity to be a manager who delegates from the get-go. You will simply need to begin a process of testing people to see what kind of tasks they can handle.



## Communications Now

First, give everyone box four tasks and see how they do. If your staff is successful in handling unimportant and not time-sensitive tasks, then move them up to box three.

It's incredibly important that you move them up the ladder of their abilities as quickly as possible because your staff has urgent and important responsibilities of their own, which they will be weighing against your non-urgent and unimportant request. Their goodwill is a ticking clock, so it's important to move them on to tasks that are equal to their skill level.

Once a staff member has progressed to being able to handle urgent but unimportant tasks well, let them try their hand at box two, tasks that are important but not urgent.

Having people who are great at handling urgent, unimportant tasks is highly useful. But, it is the people that can handle important tasks, however, that are capable of really assisting you in the long run, so when a staff member proves they can handle box three tasks, assign them a box two task. These are going to be the people you can count on the most, and the people you groom for advancement.

### What if I know my staff already?

Any manager should be cautious about believing they know the abilities of their staff without having tested them. That said, let them know that you're going to be delegating some responsibility to them this year. That will make them feel capable.

It's important to get your staff's input. Maybe you were hoping a certain teacher would take on a larger role in curriculum planning, but that may not be possible if she's already taking on a larger role this year in managing a student club. However, she may have time for another task on your list that you were hoping to delegate.

Start your experienced staff through the process of assigning them tasks from your priority

boxes. Be careful to weigh the relationships you have built before assigning box four duties, as delegating less important tasks could be seen as insulting.

Work with an individual's strengths, and keep in mind their own list of tasks they'd like to delegate.

### Be clear about expectations

The easiest way to derail your staff's success is by not giving them a target to shoot for. It is essential that you be very clear about what you expect from them regarding the task you have assigned.

This means giving directions that are easy to follow, and making yourself available if the staff member has questions.

It also means setting a timeline for when the task should be completed. Even if the task is less time sensitive, it is important for you to check on the employee's progress. A task that looks like it may not get completed properly can be caught and fixed if you are paying attention, leading to greater success for everyone.

### Delegating is great for the whole team

If you are unfamiliar with delegating, you may be worried that it makes you appear as if you can't handle the tasks you've been assigned. Not so!

The important thing is that the tasks get done, and done well. Delegating is just one of the tools you have to do that.

Once a task has been completed, give public and written credit. "It is important to give recognition to employees who make contributions to the organization," adds Baxter.

The side effects of this type of management can be amazing. "This creates a positive culture where employees are more likely to be enthusiastic about completing delegated tasks."



## Communications Now

Managing the tasks that have been delegated is a key part of the process, of course. Not only because an employee that has been unsuccessful will drag down the morale, but also because it shows your capabilities as a manager.

Baxter points out, “Assuring that employees have adequate resources for materials and labor increases the likelihood that delegated tasks will be completed.”

As you can see, there are several good reasons for adding the tool of delegating to your toolbox. With careful use, you can become a more effective manager, and have more efficient use of your time and your team.

*Contributed by Megan J. Wilson, commercial freelance writer and blogger*





## Communications Now

### How to work effectively with a communications contractor

School jurisdictions, both small and large, often find that using an outside communications consultant is a good way to stretch a dollar when you have a short-term need for extra communications help.

Hiring a contractor isn't just a matter of pushing a button. There are a few things you need to do to prepare.

#### Be sure to hire a professional

The school communications field is fairly close knit, so it's possible someone you know has worked with this person before. If not, ask for references. What was she like to work with? Did he meet deadlines satisfactorily? When mistakes happened, what did she do to fix them and what was her attitude about the errors?

Jay Remy, communications director for Salem-Keizer Public Schools in Salem, Ore., says there's an interesting dynamic at work with contractors who get a lot of work but not a lot of repeat work.

"If someone has a long list of former clients but has a bad reputation because they don't do good work, they may be the most aggressive about marketing themselves," he says. "It's important to check with other jurisdictions. You don't want to just take the first person who comes around."

You may not be as committed to a contractor as you would be to an employee, but that doesn't mean you can skip this crucial aspect of the hiring process. You are outsourcing because you simply don't have the time to handle communications on your own, so the last thing you need is to deal with the avoidable stresses that result from not doing your due diligence.

Checking references may seem like an obvious step, but you would be surprised how many

jurisdictions fail to make sure that the person they are hiring is up for the job.

#### Know what your message and your style is

With more and more required of jurisdiction staff, it's possible you were tossed into the communications role with little chance to take a breath and ask yourself how well your communications are aligned with your jurisdiction's goals. With a contractor coming on board, now is the time to make that a focus.

Marcia Latta, an Oregon communications consultant, says that it's important that everyone is on the same page from the beginning. "They need to lay out what the goal is, really clearly, and they need to talk to the other people on the team."

Taking the time to decide how you craft your message and what you want your message to be, is an opportunity in addition to being a necessity.

Remy suggests that you meet with your team before the hiring process to determine what it is you want to accomplish.

"Set out some short- and long-term goals, rather than saying 'we just want communications help,'" he said. "Pick some goals that align with the strategic or business plan for your jurisdiction."

Letting the rest of the jurisdiction staff know what the plan is also paves the way for open and trusting communication with the consultant.

He notes that if you aren't clear on what you want specifically, you can't expect that an outside contractor is going to be able to magically give it to you. "If you just need 'better communications' in general, you might as well hire full-time staff and bring them onto the management team."



## Communications Now

### How available are your resources?

Making sure your contractor has what they need to do their job is more than just the message and style. Your consultant will need to have access to the people and information that makes crafting the message possible.

Think about a specific challenge you are having and consider, “who are the people who will be key players, and who has the data?” Latta asks. “Consultants can get stalled when there is a deadline and the information is difficult to get because it isn’t a priority for other staff in the jurisdiction.”

This goes back to making sure that your jurisdiction’s staff is on board with your communications message. If your staff understand the way the consultant’s job ties into the jurisdiction’s goals and their own roles in the plan, they will be more responsive to your contractor’s requests for information.

“If you have people in your school jurisdiction who don’t understand the project and are not as forthcoming as they need to be, you need to make sure you get there ahead of time,” adds Remy. “You need to say, ‘they are going to be working for me and they are going to need this information so you need to be responsive.’”

### Stay in touch

It’s tempting to think that hiring a communications consultant means that you will be able to simply hand those responsibilities over and focus on your other priorities, but you will still need to keep a hand in the work, especially at the beginning.

“You can’t hire someone from outside and expect them to have the knowledge an employee would have,” Latta points out. “You need to be accessible and give them the tools to get your project done.”

Your consultant wants to do their best work for you, but like an employee, they need feedback.

Catching miscommunications while they are small will alleviate future headaches. You should be prepared for the fact that it will take a certain amount of time to manage the relationship, no matter how professional your contractor is and how much time you spent giving them concrete goals to work with.

Remy notes that when the manager is too hands off, the result can be sticker shock. “When you’re managing a consultant, you need to check in with them early and often and make sure they’re taking the amount of time and expense that you think they are,” he said. “I let them know it’s important to check in with me if this is taking more than the hours we thought it would, or if you are heading off in a different direction.”

He notes that it is easy to get busy with other work, but it’s important to stay on top of exactly what those billable hours are going to be. “I don’t want to be surprised,” says Remy.

While hiring a consultant can be one of the best decisions your jurisdiction makes, like all big decisions, it requires a good plan and continued supervision. Making sure you hire the right person, that they understand the message you want to send, and ensuring that you and your staff are available to give guidance, are good first steps to creating a constructive and viable relationship that can reap big dividends.

### Tips for ensuring your contractors have access to jurisdiction news

As a long-term consultant who operates remotely, it’s important for me to develop multiple channels of getting good school jurisdiction news from my clients for ongoing newsletter articles and press releases.



## Communications Now

Here are a couple of ways I do that:

**School counselors** are great sources of news – they know which students applied to which scholarships and which students are doing interesting after-school activities that deserve recognition.

### **School secretaries**

Head secretaries are also great sources of information. Be sure to get a firm introduction from the superintendent or communications director, or they can otherwise be reluctant to share student data. They are also quite busy, but if you can build a relationship where you can call them for news, they really have their finger on the pulse of the school.

### **School board trustees**

If you want jurisdiction-wide news, school board trustees are a great place to look. Their experience running for office means they understand the need to share great accomplishments. If you can develop these relationships, they will continue to pay out in good stories.

### **Newsletters**

The weekly school newsletter is a good place to find stories. Mrs. Johnson is retiring? Time for a little bio about all the great work she's done and the impact it has had on her students. Each school has a canned food drive? A piece on the results per school and how the kids felt about their success might be nice January news.

Half of gathering great stories is about having great sources, and the other half is seeing stories where other people don't, so build your connections and keep an open mind about what is news.

*Contributed by Megan J. Wilson, commercial  
freelance writer and communications consultant*



## Communications Now

### Weblinks

#### World Teachers' Day

October 5, 2015

2015 theme: Empowering teachers, building sustainable societies

Sponsored by the United Nations, it is an occasion to celebrate the essential role of teachers in providing quality education at all levels. <http://www.ctf-fee.ca/en/Pages/Events/WTD.aspx>

For a list of celebrations planned around the world, and other information:

<http://www.worldteachersday.org/map/>

#### Fire Prevention Week

October 4-10, 2015

Theme: "Hear the Beep when you sleep"

<http://www.ofc.alberta.ca/ofc-fire-prevention-week/>

#### Waste Reduction Week

October 19-25, 2015

An opportunity for Canadian in businesses, municipalities and schools across the country spread waste reduction messages and engage their fellow citizens in activities that help to reduce waste and divert waste from landfill.

For more information:

<https://www.recycle.ab.ca/wrw>

<http://esrd.alberta.ca/waste/waste-reduction-week.aspx>

#### National Child Day

November 20, 2015

National Child Day is celebrated in Canada on November 20 in recognition of the UN Declaration, and the UN Convention, on the Rights of the Child.

The event also encourages engagement with youth through a "Bring your MP to School Day".

For more information including an event kit:

<http://www.unicef.ca/en/our-work/article/celebrate-national-child-day-2015>

#### Family Violence prevention month

November 2015

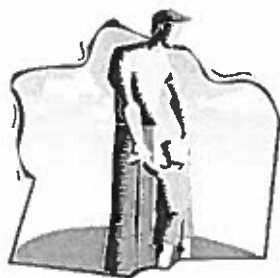
November is family violence prevention month in Alberta. To access resources about family violence, and learn what can be done to help:

[www.humanservices.alberta.ca/abuse-bullying/15676.html](http://www.humanservices.alberta.ca/abuse-bullying/15676.html)

#### National Bullying Awareness Week

November 15-21, 2015

Information: [www.humanservices.alberta.ca/abuse-bullying/14842.html](http://www.humanservices.alberta.ca/abuse-bullying/14842.html)



A monthly publication provided by your child's school in recognition of your role as a partner in education.

# Resources for Families

## Balancing children's schedules

The start of a new school year is often the start of a new season of extracurricular activities.

There are many positive benefits of activities and classes for children. Participating in group or skills-based activities can help them identify areas of interest, improve social abilities and teach skills that benefit children as they grow. After-school programs can also help improve academics or ensure that students get physical activity.

Early childhood experts say that participating in these activities is positive. But too many activities may result in an overscheduled child, which can have a negative impact.

## Are your kids over scheduled?

The right level of activity depends on the child. Concerns about overscheduling children have been raised among child development experts, but it may not be as big a problem as you think.

According to WebMD Health News, "A group of leading child development experts is challenging the popular notion that kids engage in too many organized activities, and that the pressures of overscheduling are leading to substance abuse and other developmental problems.

"Rather than spending too much time participating in organized activities, most kids don't spend enough, they say. Around 40 per cent don't participate in organized sports or other organized activities at all."  
[www.webmd.com/parenting/news/20060814/kids-arent-overscheduled](http://www.webmd.com/parenting/news/20060814/kids-arent-overscheduled)

For some kids, overscheduling is a real problem, but these health experts point to research indicating that it isn't widespread. Research led by Joseph L. Mahoney, PhD, of Yale University found the following:

- The average youth (aged 5-18) spends about five hours a week participating in organized activities, compared with around 15 hours watching television.
- Only about six percent of adolescents aged 12-18 spend 20 hours or more a week engaged in organized activities.

Kids and teens tend to participate in organized activities because they want to. Pressure from parents, coaches, or other adults is seldom given as their reason for joining in.

## Your child may be overscheduled if...

Although overscheduling may not be as big a problem as we thought, parents should evaluate activity calendars on a child-by-child basis. Your child may be too busy if they:

- feel tired, anxious or depressed
- complain of headaches or stomach aches, which may be signs of stress, missed meals or inadequate sleep
- fall behind in schoolwork and/or have lower school performance

The key is to pay attention to each child. Some kids thrive when they are busiest, and many children with busy schedules are actually the driving force for all of their activities – their parents are simply signing them up for the activities they want to do.

## The downside of too many activities

Researchers have found that a larger concern about heavily scheduled children is the stress parents feel in trying to manage work and packed activity schedules. Kids will likely feel this stress. Children pick up on stress levels when parents are overwhelmed.

"The stress of trying to be everywhere and do everything permeates parents' lives and affects them



## Resources for Families

just as much as children. In fact, research shows that families trying to maintain this type of schedule tend to have increased anxiety-related disorders and depression, in both children and parents,” said Dr. Alvin Rosenfeld, author of *The Over-Scheduled Child: Avoiding the Hyper-Parenting Trap*.

Rosenfeld tells parents to take their cues from their kids. After exposing them to a variety of activities, let them choose one or two to explore further.

[www.education.com/magazine/article/Benefits\\_Underscheduling\\_Child/](http://www.education.com/magazine/article/Benefits_Underscheduling_Child/)

### Finding a balance

Kidshealth.com offers these tips for setting reasonable limits on kids’ activities:

- **Agree on ground rules ahead of time.** Set limits on the number of activities or days per week.
- **Know how much time is required.** Account for practice and games or concerts.
- **Keep a calendar to stay organized.** Display it where all family members can see it.
- **Even if kids sign up for the season, let them miss one or two sessions.** Teaching dedication and commitment are important, but it’s not the end of the world if something comes up.
- **Try to carpool.** Sharing responsibilities with other parents can make life easier and help children reinforce friendships outside of the activity.
- **Try to balance activities for all of your kids — and yourself.** Use fairness as a guide when signing children up for activities. Be sure that one child isn’t prioritized over another. Be sure you don’t prioritize your children’s activities over your own needs. Say no if your schedule is becoming too stressful.

- **Create family time.** Preserve time without other commitments to reconnect as a family.
- **Set priorities.** School should come first. Drop an activity if grades start to drop.
- **Know when to say no.** Evaluate your child’s schedule before agreeing to add another activity.
- **Remember the importance of downtime.** Everyone needs a chance to relax and do nothing.

[http://kidshealth.org/parent/emotions/feelings/child\\_too\\_busy.html#](http://kidshealth.org/parent/emotions/feelings/child_too_busy.html#)

Participating in activities is healthy for children, but it is important to balance healthy participation with the need to minimize stress. Choose activities carefully to maintain your health and find the right balance for your children.

## Secretary-Treasurer's Report

### For the Period Ending August 31, 2015

---

#### Introduction

In our year-to-date for the fiscal year-end, we are fairly close to the November approved budget.

#### REVENUE

The only revenue we have yet to collect is the final payment from First Nations, which won't be invoiced until the audit is complete, at the end of November. The other income left to post to the financial statements is the approximately \$3 million in supported depreciation. This will be done in the next month. All other significant revenue has been posted, so we should be close to budget.

#### EXPENSES

According to budget, there are \$7.4 million of expenses to post. In reality, only about \$4.3 million in amortization is left to post, along with any material invoices that may need to be included in the fiscal year-end.

In addition to the above postings, there will be an expense of at least \$600,000 to record the Allowance for Doubtful Accounts, for 50% of the Mikisew receivable that is over 12 months old. The amount of the expense will be discussed with the auditors in October, during the completion of the audit and the production of year-end statements.

#### Conclusion

YTD surplus	\$2,223,750
Add: Supported depreciation deferred revenue	\$2,851,986
Less: Supported and unsupported depreciation expense	\$4,480,000
Less: Doubtful Account expense (Mikisew)	<u>\$600,000</u>
Projected deficit	(\$4,264)

We have not taken into account above any money owing to or from the First Nations, as the federal calculation has not occurred yet, and a small change in the rate can have a large impact on our operating results.





School Jurisdiction Code: 1280

## STATEMENTS OF OPERATIONS

For the Period Ending August 31, 2015 (in dollars)

	Actual 2011-2012 (Restated)	Actual 2012-2013	Actual 2013-2014	Actual YTD August 31 2014-2015	Budget 2014-2015 June Approved	Budget 2014-2015 Nov. Revised	Balance to be received or spent
<b>REVENUES</b>							
Alberta Education	\$37,455,386	\$37,200,087	\$34,930,635	\$34,159,541	\$36,668,698	\$37,011,527	\$2,851,986
Other - Government of Alberta	\$1,095,583	\$966,929	\$699,650	\$555,472	\$930,824	\$930,824	\$375,352
Federal Government and First Nations	\$20,845,936	\$20,862,392	\$20,962,847	\$21,861,751	\$20,966,622	\$23,696,172	\$1,834,421
Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other sales and services	\$565,572	\$656,887	\$3,631,096	\$217,092	\$1,274,650	\$1,494,069	\$1,276,977
Investment income	\$39,891	\$10,292	\$67,600	\$80,930	\$40,000	\$40,000	(\$40,930)
Gifts and donations	\$693,754	\$665,555	\$154,469	\$596,900	\$450,000	\$450,000	(\$146,900)
Rental of facilities	\$1,000,651	\$973,522	\$832,864	\$883,697	\$957,530	\$957,530	\$73,833
Fundraising	\$347,164	\$251,134	\$489,715	\$0	\$0	\$0	\$0
Gains (losses) on disposal of capital assets	\$1,260	\$156,458	\$200	\$286,902	\$0	\$0	(\$286,902)
Other revenue	\$0	\$0	\$1,365,154	\$633,970	\$0	\$0	(\$633,970)
<b>TOTAL REVENUES</b>	<b>\$62,045,197</b>	<b>\$61,743,256</b>	<b>\$63,134,231</b>	<b>\$59,276,254</b>	<b>\$61,288,324</b>	<b>\$64,580,122</b>	<b>\$5,303,868</b>
<b>EXPENSES</b>							
Certificated salaries	\$21,544,783	\$21,031,068	\$20,878,113	\$21,067,212	\$20,940,642	\$20,974,112	(\$93,100)
Certificated benefits	\$4,218,552	\$4,092,469	\$4,390,192	\$3,779,234	\$4,351,911	\$4,172,140	\$392,906
Non-certificated salaries and wages	\$13,536,225	\$13,282,741	\$12,583,963	\$12,967,192	\$13,306,691	\$13,602,297	\$635,105
Non-certificated benefits	\$2,959,078	\$2,916,643	\$2,805,020	\$2,904,878	\$3,642,980	\$3,473,654	\$568,776
<b>SUB - TOTAL SALARIES AND BENEFITS</b>	<b>\$42,258,638</b>	<b>\$41,322,920</b>	<b>\$40,657,288</b>	<b>\$40,718,517</b>	<b>\$42,242,224</b>	<b>\$42,222,203</b>	<b>\$1,503,686</b>
Services, contracts and supplies	\$16,204,273	\$15,450,160	\$16,819,789	\$16,333,034	\$14,683,930	\$17,777,838	\$1,444,804
Amortization of supported tangible capital assets	\$3,138,632	\$3,192,543	\$3,526,233	\$0	\$3,272,623	\$3,272,623	\$3,272,623
Amortization of unsupported tangible capital assets	\$995,957	\$1,609,872	\$2,232,457	\$0	\$1,208,400	\$1,208,400	\$1,208,400
Supported interest on capital debt	\$40,429	\$23,193	\$9,178	\$0	\$0	\$0	\$0
Unsupported interest on capital debt	\$650	\$433	\$216	\$0	\$0	\$0	\$0
Other interest and finance charges	\$4,690	\$29,008	\$2,430	\$954	\$45,162	\$45,162	\$44,208
Losses on disposal of tangible capital assets	\$33,167	\$67,735	\$32,002	\$0	\$0	\$0	\$0
Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$62,676,435</b>	<b>\$61,695,864</b>	<b>\$63,299,592</b>	<b>\$57,052,505</b>	<b>\$61,452,339</b>	<b>\$64,526,226</b>	<b>\$7,473,721</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$631,238)</b>	<b>\$47,392</b>	<b>(\$165,361)</b>	<b>\$2,223,750</b>	<b>(\$164,015)</b>	<b>\$53,896</b>	<b>(\$2,169,854)</b>
<b>EXPENSES</b>							
Instruction	\$40,504,149	\$39,872,808	\$39,459,882	\$37,734,713	\$39,379,882	\$40,608,362	\$2,873,649
Plant operations and maintenance	\$9,968,293	\$9,696,288	\$11,636,159	\$8,499,180	\$9,438,207	\$10,187,496	\$1,688,316
Transportation	\$3,753,651	\$3,721,237	\$3,578,213	\$3,082,867	\$3,572,676	\$3,555,872	\$473,005
Administration	\$3,173,874	\$3,233,159	\$3,532,499	\$3,077,534	\$3,774,411	\$3,933,415	\$855,881
External services	\$5,274,639	\$5,172,372	\$5,092,839	\$4,658,211	\$5,287,162	\$6,241,081	\$1,582,870
<b>TOTAL EXPENSES</b>	<b>\$62,674,606</b>	<b>\$61,695,864</b>	<b>\$63,299,593</b>	<b>\$57,052,505</b>	<b>\$61,452,339</b>	<b>\$64,526,226</b>	<b>\$7,473,721</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(\$629,409)</b>	<b>\$47,392</b>	<b>(\$165,361)</b>	<b>\$2,223,750</b>	<b>(\$164,015)</b>	<b>\$53,896</b>	<b>(\$2,169,854)</b>



Accounts Receivable  
Federal Government and First Nations

Student Counts 14-15 Student Count Reg	E.C.S.	Prior to & 2004/2005	Outstanding Aug-2012 2011/2012	Outstanding Aug-2013 2012/2013	Outstanding Aug-2014 2013/2014	Outstanding Aug-2015 2014/2015	Outstanding Sep-2015 2015/2016	Mhts O/S	Total Outstanding	Monthly Billing	REG rate	ECS Rate
139	15	-	(0.00)	4,819.88	(0.00)	(0.00)	-	-	4,819.88	278,258.21	1,903.79	908.76
6	4	-	-	-	-	1.00	-	-	1.00	6,924.98	1,154.16	465.93
393	27	-	-	-	-	36,450.26	772,725.99	-	36,450.26	772,725.99	1,903.79	908.76
0	0	61,333.22	-	-	-	-	-	-	61,333.22	-	-	-
40	1	-	-	5,208.60	-	-	-	0.1	5,208.60	77,641.02	1,911.80	1,169.02
148	2	-	-	-	1,241,276.18	1,251,271.66	285,284.44	8.7	2,492,547.84	285,284.44	1,911.80	1,169.02
0	0	-	(0.00)	-	-	-	-	-	(0.00)	-	1,903.79	908.76
112	9	-	-	-	0.30	1.35	0.45	-	1.65	221,403.32	1,903.79	908.76
58	10	-	0.00	0.00	0.00	(0.00)	-	-	0.00	119,507.42	1,903.79	908.76
217	20	-	(0.00)	0.00	0.00	0.00	-	-	0.00	431,297.63	1,903.79	908.76
1113	88											
Total Outstanding			(0.00)	10,026.48	1,241,276.48	1,287,724.27	1,059,010.88		2,600,362.45			

Athabasca Chip	77,641.02	Sept 2015
Peerless Trout	431,297.63	Sept 2015
INAC	278,258.21	Sept 2015
Lubicon	221,402.87	Sept 2015
Chipewyan Prairie	119,507.42	Sept 2015
<hr/>		
	1,128,107.15	

Bigstone #s does not include Career Pathways  
Career Pathway is being paid by CEU's earned by the students  
Liaison - Bigstone Cree  
Liaison - Mikisew paid by INAC

Northland School Division  
Federal Accounts Receivable

Aged Summary

Months Outstanding	ACFN	Indian Education Authority	Mikisew	Peerless Kateri First Nation	Bigstone	Chip Prairie	Lesser Slave Lake	Lubicon Cree	Indian Affairs	Woodland Cree	Aging by Month
Sep-15			285,284.44		772,725.99			0.45			1,058,010.88
Aug-15											
Jul-15											
Jun-15					36,450.26			1.35			36,451.61
May-15							0.50				0.50
Apr-15											
Mar-15			505,552.24								505,552.24
Feb-15			248,573.14								248,573.14
Jan-15			248,573.14				0.50				248,573.64
Dec-14			248,573.14								248,573.14
Nov-14											
Oct-14											
Sep-14											
Aug-14			222,000.60								222,000.60
Jul-14											
Jun-14			248,573.14					0.30			248,573.44
May-14			248,573.14								248,573.14
Apr-14											
Mar-14			249,482.56								249,482.56
Feb-14			249,482.56								249,482.56
Jan-14			23,164.18								23,164.18
Dec-13											
Nov-13											
Oct-13											
Sep-13	5,208.60										5,208.60
Aug-13											
Jul-13											
Jun-13											
May-13											
Apr-13											
Mar-13											
Feb-13									4,819.88		4,819.88
Jan-13											
Dec-12											
Nov-12											
Oct-12											
Sep-12											
Dec 2005 & older		61,333.22									61,333.22
	5,208.60	61,333.22	2,777,832.28		809,176.25		1.00	2.10	4,819.88	(0.00)	3,658,373.33
Current			285,284.44		772,725.99			0.45			1,058,010.88
30 days							0.50				0.50
60 days											
90 days					36,450.26			1.35			36,451.61
120 days											
180 days							0.50				0.50
181 - 365			1,251,271.66					0.30			1,251,271.96
1 yr - 2 yr	5,208.60		1,241,276.18						4,819.88		1,251,304.66
Over 2 yr		61,333.22									61,333.22
Current	5,208.60	61,333.22	2,777,832.28		809,176.25		1.00	2.10	4,819.88		3,658,373.33
Long Term											
Total Aging	5,208.60	61,333.22	2,777,832.28		809,176.25		1.00	2.10	4,819.88		3,658,373.33

## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** DIVISION NEWSLETTER UPDATE

**ORIGINATOR:** EDUCATION COMMITTEE

<b>INFORMATION</b>
--------------------

\*\*\*\*\*

The Communications department for Northland School Division (NSD) recently introduced an email newsletter system called the *Achimowin News Flash*. The email newsletter system will highlight division news and school news on a weekly basis. The newsletter is emailed to staff, Local School Board Committee members, education partners, Alberta Education contacts, local political leaders and local media. Students, parents and community members are able to subscribe to *Achimowin News Flash* on the Northland School Division website <http://nsd61.ca/about-us/division-news>.

Information about how to subscribe to *Achimowin News Flash* will be advertised on NSD Facebook page, NSD Twitter page, school Facebook pages, community Facebook pages, local newspapers and local radio stations if needed.

**Rationale behind *Achimowin News Flash*:**

- Highlights division news and school news weekly to internal and external audiences.
- Promotes communication tools we already provide. For example, NSD website, school websites, social media pages (Facebook and Twitter).
- Includes a subscribe/unsubscribe mechanism to keep NSD in compliance with the Canada's Anti-Spam Law (CASL).
- Includes information about how many people open the newsletter, how many people clicked on the content inside the newsletter, how many emails bounced/failed and how many people wanted to unsubscribe.

- Information can be accessed via smartphone, i-Pad, chrome book, desktop computer and laptop.
- Creates incentive for schools to post news on school website.

**Cost:**

- Personal plan for up to 500 contacts is \$13.59 per month or \$163.08 per year.

**Current Communication Methods:**

NSD currently communicates information in following ways:

***External***

- Division website
- School website
- *Achimowin News Flash (new)*
- Facebook
- Twitter
- Radio
- Newspapers
- Brochures

***Internal***

- The Communique

Since October 2012, NSD also produced a monthly newsletter called the *Achimowin*. The Newsletter is mailed to Local School Board Committee members and emailed to schools, Alberta Education contacts, local political leaders and local media. Schools are then responsible for sending it home with students and parents. This method is difficult to measure communication effectiveness and can prove to be costly due to postage fees and printing fees at central office. Postage fee is 77 cents and printing a coloured newsletter is roughly four cents per page.

During the 2015-2016 school year, the Communications Coordinator would like to consult with other school divisions about producing a Communications Audit Survey. An audit would help NSD find out if our communication methods are effective.

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT  
**SUBJECT:** 2015 SUMMER SCHOOL SUBJECTS AND CREDITS EARNED  
**ORIGINATOR:** EDUCATION COMMITTEE

**INFORMATION**

The Board of Trustees receive as information the 2015 summer school subjects and credits earned, as attached.

Northland 2015 Summer School – Schools, Courses Offered & Credits Earned
 

---

## Athabasca Delta Community School (July 2 to Mid-August)

Students Registered	Course	Credits Earned
2	SCN1288 (Science 14)	10
1	SCN2288 (Science 24)	5
1	PED3445 (Phys Ed 30)	5
1	OTH3998 (Work Exp 35)	10
1	MAT2793 (Math 20-3)	5
1	PED0770 (CALM 20)	5
1	SST3772 (Social 30-2)	5
1	SST2772 (Social 20-2)	5
2	SST1772 (Social 10-2)	10
1	Legal Studies	1
1	MAT2793 (Math 20-3)	5
1	ELA3104 (English 30-2)	<u>5</u>
	<b>Total</b>	<b>71 credits</b>

## Mistassiniy School (July 13 – July 31)

1	PED10	<u>3</u>
	<b>Total</b>	<b>3 credits</b>

## Calling Lake School (July 2 to July 31)

1	Chem20	0
1	Math 10C	0
1	Math 10-3/Sci20/SS20	0
4	K&E Courses	15
1	Math 10-3	0
1	Sci10/ELA 10-2	0
1	Math 20-1/Chem20	0
1	Math 10C/Chem20	0
1	Math 10-3/Sci10	0
1	ELA30-2/Math 20-3	0
1	Sci10/ELA 30-2	0
1	Math20-3/SS20-2	0
1	Sci10/Math 10C	<u>0</u>
	<b>Total</b>	<b>15 credits</b>

## Notes:

**ADCS Summer School** deemed to be very successful.

**Mistassiniy School** – three grade 9 students registered for the PE10 course; only one student actually showed-up for the course.

**Calling Lake School** – sixteen students registered for summer school; only three students carried through with the program. The majority of these students had summer jobs.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** 2015 SUMMER READING PROGRAM

**ORIGINATOR:** EDUCATION COMMITTEE

**INFORMATION**

The Board of Trustees receive as information the 2015 summer reading program report, as attached.



# SUMMER READING PROGRAM REPORT

Northland SD #61 & Cenovus Energy



## 19 Communities

Anzac

Atikameg

Cadotte Lake

Calling Lake

Chipewyan Lake

Conklin

East Prairie – Hillview

Elizabeth Settlement

Fort Chipewyan - ADCS

Giff Lake

Grouard

Janvier – Fr. R. Perin School

Kateri – Trout Lake

Little Buffalo

Loon River

Paddle Prairie

Peerless Lake

Sandy Lake – Pelican

Mountain

Wabasca

# Where Summer Reading Hosted

Health Centers – Very Successful with the health centers reporting that it was great to see families taking books to read.

Youth Centers – Very successful one youth center asked to keep the books to continue using them throughout the year

Schools – Successful in some communities but not in others

## Highlights

- Babysitter taking books home to read to kids they were babysitting
- Most areas very successful in the early summer but dropping off in August (already read the books available?)
- Parents, students, and community members taking part
- Students sharing with teachers in September the books they read over the summer
- One youth center operator proud of how many children were reading and that one child read 4 chapter books over the summer

## Highlights Cont.

- In Wabasca June and August were busy months, July a little slower
- In-house reading programs as well as children taking books home
- Shared some of the lower-level titles with the moms and tots reading program that they hosted during the summer
- So successful they plan to run it all year

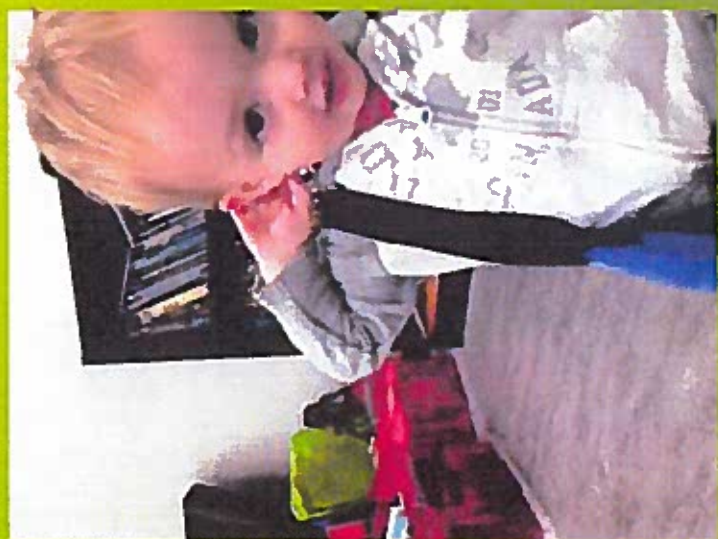
## Highlights From Schools Cont.

- Run from the Little Buffalo Health Unit and was very successful
- Students could get books Monday to Friday from 9-4
- Many books checked out
- Students excited to tell teachers about books they read over the summer
- Run from the Youth Center in Trout Lake
- Started strong with many students and adults checking out books, slowed down in August
- Linked to a weekly literacy night



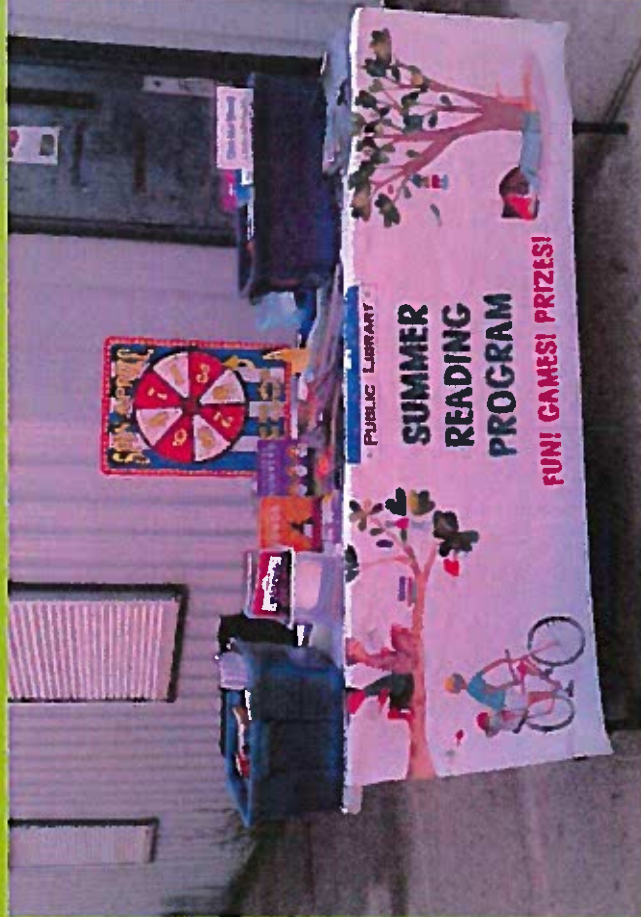
# Fort Chipewyan (ADCs)





Anzac

# Elizabeth School



## Next Steps

- Continue the Summer Reading
- Analyze what made some programs more successful than others and share that with all communities
- Have summer reading in all communities served by Northland SD # 61

## BOARD OF TRUSTEES

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** 2014/2015 STAFF ABSENTEEISM DATA

**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

<b>INFORMATION ITEM</b>
-------------------------

\*\*\*\*\*

The following table is a summary of staff absenteeism data for the 2014/2015 school year.

NON-TEACHERS				TEACHERS		
Days Taken	Avg/270 Non-Teachers	No. of ppl utilizing	Reason	Days Taken	Avg/200 Teachers	No. of ppl utilizing
853.5	8.98	69	Annual			
			ATA	69.5	0.35	24
248	0.92	78	Compassionate	100.5	0.50	28
1	0.00	1	Convocation			
9.5	0.04	5	Court	6	0.03	2
108	0.40	23	Critical Illness	32.5	0.16	10
487.5	1.81	138	Family Care	180	0.90	48
110.5	0.41	29	Field Trip	100	0.50	31
90	0.33	23	Lieu Days	42	0.21	10
2	0.01	1	Meetings	94.5	0.47	23
45.5	0.17	16	Other Leaves	27	0.14	2
746.5	2.76	170	Personal Days	127.5	0.64	80
124	0.46	41	Professional Development	221.5	1.11	61
35.5	0.13	19	School Business	88.5	0.44	39
2752	10.19	239	Sick Leave	1493.5	7.47	112
143.5	0.53	5	WCB			
<b>5757</b>	<b>21.32</b>		<b>Total</b>	<b>2583</b>	<b>12.92</b>	



## Alberta School Staff Absenteeism Rate (2014-15)

	Average Number of days absent/teacher	Number of Teachers	Average Number of days absent/other school-based staff	Number of Other School- based Staff
NSD	8.37	200	12.00	270
Calgary Catholic	7.84	3386	5.74	1806
Conseil Scolaire du Nord-Ouest	4.41	40	6.74	35
Elk Island Public	7.99	940		
Northern Lights	7.93	187	6.83	318
Red Deer Catholic	8.65		8.66	
Sturgeon Schools	10.00		5.00	
<u>Northern Tier</u>				
Grande Prairie Catholic	8.00	259	8.37	165
Fort Vermillion				
High Prairie				
Holy Family				
Peace River SD	5.46	209	5.09	172
Peace Wapiti				
<b>Simple</b>				
<b>Average of Other Alberta School Boards</b>	<b>7.54</b>		<b>6.63</b>	
<b>Adjusted Average (- Francophone)</b>	<b>7.98</b>		<b>6.61</b>	
<b>Education Sector Average (Statistics Canada)</b>	<b>9.40</b>			





## BOARD OF TRUSTEES

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** STAFFING UPDATE

**ORIGINATOR:** WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

<b><i>INFORMATION ITEM</i></b>
--------------------------------

\*\*\*\*\*

The following table shows the number of school staff in each position for each year from September 2009 to 2015:

<b>Position</b>	<b>Sep-09</b>	<b>Sep-10</b>	<b>Sep-11</b>	<b>Sep-12</b>	<b>Sep-13</b>	<b>Sep-14</b>	<b>Sep-15</b>
Teachers	230.8	231.75	214.9	198.3	195.48	203.6	199.6
Special Assistants	60.2	65.35	50	49.1	40.2	34.9	36.3
Special Assistants (Puf)	13.46	16.26	12.76	10.76	10.76	8.8	2.75
School/Community Liaison Workers	9.74	9.9	8.65	5.84	7.74	4.8	3.5
Family Community Liaison Advisors	1	1	2	2.25	2.25	3.3	3
ECS Instructors	8	6.5	5.6	5.5	6	5.17	0
Library Assistants	5.1	4.5	5.4	4.25	3	3.95	2.5
Native Language Instructors	11.45	14.45	17.05	14.4	12.33	12.78	12.98
Teacher Assistants	33.55	35.27	35.44	20.65	19.15	30.75	33.37
<b>Total</b>	<b>373.3</b>	<b>384.98</b>	<b>351.8</b>	<b>311.05</b>	<b>296.91</b>	<b>308.05</b>	<b>294</b>



## **BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** 2014-2015 SUPPORT STAFF PAYOUTS

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY TREASURER  
WESLEY OGINSKI, DIRECTOR OF HUMAN RESOURCES

### ***INFORMATION ITEM***

\*\*\*\*\*

Northland School Division has reduced by 22 school-based non certificated staff from the 2014-2015 school year.

Northland School Division did not renew several school-based non-teaching staff positions due to budget considerations for the forthcoming year. In the end 22 positions were not filled.

As per motion #23867/15, the board authorized a severance program for all staff terminated for budget purposes. The termination package was 4 weeks' pay for each year of service that maxed out at \$25,000.00.

In total \$165,000.00 was spent on these packages and the payouts will be completed by September 29, 2015.



**BOARD OF TRUSTEES**

**COLIN KELLY**  
**TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** ST. THERESA SCHOOL PARKING LOT – UPDATE

---

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY TREASURER

<b>INFORMATION</b>
<p>NSD has received two quotes from the engineering company in regards to the cost of developing a parking lot at St. Theresa.</p> <p>A gravel lot - \$287,188 A paved lot - \$384,426</p> <p>The engineering company is currently working on the documents that we will require when we tender the project. Here is a tentative timeline:</p> <p>September 30 - documents ready for tendering. October 31 - tender submission deadline has passed, contractor awarded tender Winter - trees are cleared, fences removed. Spring - construction begins.</p> <p>The quotes above are for the work being done during the spring/summer/fall. Winter construction work would be significantly higher.</p>

\*\*\*\*\*



**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY:** DONNA BARRETT, SUPERINTENDENT OF SCHOOLS

**SUBJECT:** NORTHERN LAKES COLLEGE REQUEST

**ORIGINATOR:** TRUDY RASMUSON, SECRETARY TREASURER

**INFORMATION**

Further to several discussions with Eddie Sargent from the college, NLC would like to begin the discussion to place a trailer in NSD's Peerless Lake compound. I explained that NSD does not have a pad and they (NLC) would have to pay to create same, sub divide, water, sewage and gas hook ups.

The rationale for this move is that their mobile home continues to be vandalized as there are times that the unit is empty. NLC feel it would be safer in a compound setting.

We did offer to accommodate their staff member in our housing, as initially they were talking about removing the unit from the community.

\*\*\*\*\*





**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: LIST OF ACRONYMS**

---

That the Board of Trustees receive as information a list of acronyms, as attached.

\*\*\*\*\*





## NORTHLAND SCHOOL DIVISION NO. 61 ACRONYMS

AANDC	Aboriginal Affairs and Northern Development Canada	
ACV	Aboriginal Content Validation	
AI	Alberta Infrastructure	
AISI	Alberta Initiative for School Improvement	
ARCQE	Alberta Research Consortium for Quality Education	
AERR	Annual Education Results Report	
AOTC	Assembly of Treaty Chiefs	
ASBA	Alberta School Boards Association	
ASEBP	Alberta School Employee Benefit Plan	
	EAS	Experience Adjustment System
	EDB	Extended Disability Benefits
	EDB-NS	EDB Non-Surcharge Pool
	EDB-S	EDB Surcharge Pool
	RITE	Retirement Incentive for Teachers and Employees
ASBOA	Association of School Business Officials of Alberta	
ASETS	Aboriginal Strategies Employment Training Services	
ATA	Alberta Teachers Association	
ATC	Athabasca Tribal Council	
CASS	College of Alberta School Superintendents	
CCES	Conklin Community Enhancing Society	
CEFPI	Council of Facility Planners International	
CEP	Community Enhancement Program	
CEU	Credit Enrollment Unit	
CTS	Career and Technology Strand	
DDC	Direct Digital Control (Computerized heating and air handling controls)	
DLT	Division Leadership Team	
ERP	Enterprises Resource Planning Software	
EYE	Early Years Evaluation	
FMT	Finance Maintenance Transportation	
FNMI	First Nation Métis & Inuit	
HVAC	Heating Ventilation & Air Conditioning (Air Handling Units)	

IMR	Infrastructure Maintenance Renewal Program
IT	Information Technology
KCEC	Kapaskwatinak Cultural Educational Centre
KKP	Kweskipta Kipimatsowin Program
KTC	Kee Tas Kee Now Tribal Council
LSBC	Local School Board Committee
MD	Municipal District
MFWHSR	Moving Forward With High School Redesign
NLC	Northern Lakes College
NSD	Northland School Division No. 61
OH & S	Occupational Health and Safety
OPK	Oski Pasikoniwew Kamik
OSLI	Oil Sands Leadership Initiative
PASI	Provincial Approach to Student Information
PAT	Provincial Achievement Tests
PMR	Principal Monthly Report
PO&M	Plant Operations & Maintenance (Costs or revenues related to facility maintenance)
PSBA	Public School Boards Association
PTR	Pupil Teacher Ratio
PUF	Program Unit Funding
RAP	Registered Apprenticeship Program
RFP	Request for Proposal
RFQ	Request for Qualifications
RTU	Roof Top Unit
SCCM	System Center Configuration Manager
SLA	Student Learning Assessments
SWALE	Shallow-sided, sloped channels intended for the conveyance of surface runoff towards the nearest street, lane, or ditch
TLE	Treaty Land Entitlement
WWAH	When We Are Healthy
YAP	Youth Apprenticeship Program

**BOARD OF TRUSTEES**

**COLIN KELLY  
TRUSTEE OF THE BOARD**

**DATE: OCTOBER 2, 2015**

**PRESENTED BY: DONNA BARRETT, SUPERINTENDENT OF SCHOOLS**

**SUBJECT: PAYMENT OF ACCOUNTS**

---

**ORIGINATOR TRUDY RASMUSON, SECRETARY-TREASURER**

<b>INFORMATION ITEM</b>
-------------------------

Attached is a list of accounts approved for payment in accordance with Board Motion 11329/82 and 11515/82 – 11517/82 inclusive.
---

\*\*\*\*\*

**Pay Period: August 21 – September 29, 2015**



## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 1

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 21-Aug-2015 AND 29-Sep-2015						
0170000001	0001	0000296353	8507	ALTAGAS UTILITIES INC	27-Aug-15	1,631.47
0170000002	0001	0000296354	244	ATCO ELECTRIC LTD.	27-Aug-15	69.08
0170000003	0001	0000296355	9423	AUGER, NELSON	27-Aug-15	80.42
0170000004	0001	0000296356	981	BIG LAKES COUNTY	27-Aug-15	777.94
0170000005	0001	0000296357	1099	CALLIOU, CANDICE	27-Aug-15	84.33
0170000006	0001	0000296358	346	CANADA WIDE	27-Aug-15	8,270.95
0170000007	0001	0000296359	6186	CARDINAL, LORRAINE J.	27-Aug-15	80.42
0170000008	0001	0000296360	8429	CARDINAL, LOUIE AUGUST	27-Aug-15	630.52
0170000009	0001	0000296361	8806	CHRISTIAN, PRISCILLA	27-Aug-15	80.42
0170000010	0001	0000296362	6976	COURTOREILLE, KIM	27-Aug-15	807.60
0170000011	0001	0000296363	5287	DIRECT ENERGY REGULATED SERVICES	27-Aug-15	1,164.26
0170000012	0001	0000296364	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	27-Aug-15	448.28
0170000013	0001	0000296365	5546	GAUCHIER, LEEANN	27-Aug-15	253.00
0170000014	0001	0000296366	3100	GUILD, ROBIN	27-Aug-15	807.60
0170000015	0001	0000296367	3846	GULLION, ELMER	27-Aug-15	739.33
0170000016	0001	0000296368	217	HIGH PRAIRIE ACE HARDWARE	27-Aug-15	15.92
0170000017	0001	0000296369	75	HOLTBY HOLDINGS LTD	27-Aug-15	4,367.79
0170000018	0001	0000296370	8170	KMS TOOLS & EQUIPMENT LTD.	27-Aug-15	4,639.90
0170000019	0001	0000296371	EM18391	LACROIX, SHEENA	27-Aug-15	967.17
0170000020	0001	0000296372	9427	MERCREDI, DANNY	27-Aug-15	80.42
0170000021	0001	0000296373	9400	METSIKASSUS, SHANE	27-Aug-15	80.42
0170000022	0001	0000296374	10419	MOBERLY, ANNIE	27-Aug-15	92.31
0170000023	0001	0000296375	8717	MODSPACE	27-Aug-15	17,859.57
0170000024	0001	0000296376	9294	NORTHERN JOURNAL	27-Aug-15	429.40
0170000025	0001	0000296377	5024	NOSKIYE, JULIANNE	27-Aug-15	84.33
0170000026	0001	0000296378	10417	OKEMASIS SAFETY TRAINING	27-Aug-15	1,543.38
0170000027	0001	0000296379	10416	PAHL'S MILLWRIGHT WELDING LTD	27-Aug-15	105.00
0170000028	0001	0000296380	3373	PARKLAND INDUSTRIES LTD	27-Aug-15	6,849.09
0170000029	0001	0000296381	2672	PEERLESS LAKE STUDENTS ASSOCIATION	27-Aug-15	15,750.00
0170000030	0001	0000296382	7448	PHONAK CANADA LTD.	27-Aug-15	358.00
0170000031	0001	0000296383	8788	PHONECO INC	27-Aug-15	756.00
0170000032	0001	0000296384	4705	REYNOLDS, MIRTH, RICHARDS AND FARMER	27-Aug-15	609.33
0170000033	0001	0000296385	1017	SHAW, KENNETH RUSSELL	27-Aug-15	583.60
0170000034	0001	0000296386	605	SOUTH PEACE NEWS	27-Aug-15	555.24
0170000035	0001	0000296387	8	TELUS COMMUNICATIONS INCORPORATED	27-Aug-15	88.85
0170000036	0001	0000296388	102	TELUS MOBILITY INCORPORATED	27-Aug-15	2,025.07
0170000037	0001	0000296389	2809	THE FEVER	27-Aug-15	884.78
0170000038	0001	0000296390	634	UFA CO-OPERATIVE LIMITED	27-Aug-15	5,950.79
0170000039	0001	0000296391	10421	WAGTER, DOUG	27-Aug-15	329.97
0170000040	0001	0000296392	10295	WALMART STORE #3640	27-Aug-15	127.58
0170000041	0001	0000296393	79	XEROX CANADA LTD.	27-Aug-15	124.72
0170ET0001	0001	*****	8062	668040 ALBERTA LTD.	27-Aug-15	2,173.50
0170ET0002	0001	*****	10415	914246 ALTA. LTD.	27-Aug-15	8,673.00
0170ET0003	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	27-Aug-15	796.90
0170ET0004	0001	*****	315	ALBERTA SCHOOL BOARDS ASSOCIATION	27-Aug-15	9,671.03
0170ET0005	0001	*****	3765	ALOOK, CORRINE	27-Aug-15	673.84
0170ET0006	0001	*****	EM11947	BABEY, SUSAN	27-Aug-15	748.62
0170ET0007	0001	*****	EM18285	BAILEY, MIALIAH	27-Aug-15	550.02
0170ET0008	0001	*****	9504	BONSON, ROBYN	27-Aug-15	503.10

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 2

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0170ET0009	0001	*****	4451	BUNNING, LEANNE	27-Aug-15	503.10
0170ET0010	0001	*****	9146	C. HALCROW PLUMBING & GASFITTING	27-Aug-15	3,675.00
0170ET0011	0001	*****	9278	CARDINAL, GLORIA	27-Aug-15	119.34
0170ET0012	0001	*****	1935	CARDINAL, JULIA MARGARET	27-Aug-15	84.33
0170ET0013	0001	*****	4597	CARDINAL, RAYMOND	27-Aug-15	400.00
0170ET0014	0001	*****	10420	CARSON, CHRISTOPHER	27-Aug-15	458.30
0170ET0015	0001	*****	EM18168	CAVANAUGH, JANETTE	27-Aug-15	828.00
0170ET0016	0001	*****	6969	CDW CANADA INC.	27-Aug-15	4,096.10
0170ET0017	0001	*****	3	CHEMNIPESKI, RANDY	27-Aug-15	1,587.87
0170ET0018	0001	*****	EM18313	COLE, LILY	27-Aug-15	967.17
0170ET0019	0001	*****	10422	COLLIER, GRAHAM	27-Aug-15	967.17
0170ET0020	0001	*****	4189	COLVILLE, CRYSTAL	27-Aug-15	1,288.58
0170ET0021	0001	*****	EM12348	DASHCAVICH, TANIA	27-Aug-15	80.42
0170ET0022	0001	*****	7416	DEVICH, RAELENE	27-Aug-15	967.17
0170ET0023	0001	*****	10246	DIAMOND INTERNATIONAL TRUCKS	27-Aug-15	676.26
0170ET0024	0001	*****	8982	DLUGOSZ, GAYLE	27-Aug-15	6,000.00
0170ET0025	0001	*****	EM12703	DUROCHER, HANNAH	27-Aug-15	610.92
0170ET0026	0001	*****	5170	EAST PRAIRIE METIS SETTLEMENT	27-Aug-15	320.00
0170ET0027	0001	*****	10033	ECCO SUPPLY	27-Aug-15	6,353.90
0170ET0028	0001	*****	6273	ENMAX CORPORATION (NEW)	27-Aug-15	60,364.51
0170ET0029	0001	*****	529	FRESON BROS.	27-Aug-15	57.66
0170ET0030	0001	*****	10423	GAMBLER, DAWN	27-Aug-15	967.17
0170ET0031	0001	*****	EM10910	GAUDET, JILL	27-Aug-15	666.40
0170ET0032	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	27-Aug-15	100.29
0170ET0033	0001	*****	8805	GHOSTKEEPER, KRISTEN	27-Aug-15	84.33
0170ET0034	0001	*****	4482	GHOSTKEEPER, SHAWNA	27-Aug-15	694.00
0170ET0035	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	27-Aug-15	182.49
0170ET0036	0001	*****	10406	GLADUE, MELVIN	27-Aug-15	7,280.00
0170ET0037	0001	*****	EM11687	GLADUE, SYLVIA DONNA	27-Aug-15	268.69
0170ET0038	0001	*****	EM13072	HAMELIN, SHELLY	27-Aug-15	1,698.22
0170ET0039	0001	*****	EM10814	HOROH, RICK	27-Aug-15	604.16
0170ET0040	0001	*****	10377	HORTON, DEIDRE	27-Aug-15	957.17
0170ET0041	0001	*****	EM10514	HURLEY, SARAH	27-Aug-15	928.50
0170ET0042	0001	*****	7181	JONES, SUSANNE	27-Aug-15	229.51
0170ET0043	0001	*****	EM10068	JOUDREY, BRUCE	27-Aug-15	353.08
0170ET0044	0001	*****	5517	JULIAN PACKER	27-Aug-15	4,500.00
0170ET0045	0001	*****	10424	KANGAS, MARJO	27-Aug-15	967.17
0170ET0046	0001	*****	10425	KLEIN, JEFFREY	27-Aug-15	967.17
0170ET0047	0001	*****	10426	KRAHN, TIMOTHY	27-Aug-15	967.17
0170ET0048	0001	*****	EM14639	L'HIRONDELLE, DALLAS	27-Aug-15	382.44
0170ET0049	0001	*****	330	LABOUCAN, DONNA	27-Aug-15	420.48
0170ET0050	0001	*****	EM12573	LABOUCAN, SHARON	27-Aug-15	371.52
0170ET0051	0001	*****	443	LADEROUTE, BARBARA MS.	27-Aug-15	247.46
0170ET0052	0001	*****	EM11159	LADEROUTE, JOYCE	27-Aug-15	379.90
0170ET0053	0001	*****	8255	LAMBTON, PATRICK	27-Aug-15	570.20
0170ET0054	0001	*****	EM10237	LANDRY, JAMIE MR	27-Aug-15	70.00
0170ET0055	0001	*****	8590	LANDRY, KAYLA	27-Aug-15	120.00
0170ET0056	0001	*****	10427	LASSARDO, RYAN	27-Aug-15	967.17
0170ET0057	0001	*****	4531	LEMAY, KAREN	27-Aug-15	255.00
0170ET0058	0001	*****	10418	LIVINGWORKS EDUCATION INC	27-Aug-15	472.50
0170ET0059	0001	*****	136	MACKENZIE REPORT INC.	27-Aug-15	1,137.81



N O R T H L A N D S C H O O L D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 3

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0170ET0060	0001	*****	10428	MANES, DEVIN	27-Aug-15	967.17
0170ET0061	0001	*****	EM13404	MCEVOY, DAWN	27-Aug-15	519.42
0170ET0062	0001	*****	10429	MILLS, LESLEE	27-Aug-15	967.17
0170ET0063	0001	*****	EM10735	MOLCAK, CONNIE	27-Aug-15	1,217.18
0170ET0064	0001	*****	2932	MOLCAK, ROBERT	27-Aug-15	250.94
0170ET0065	0001	*****	10086	NANOOCH, JENNIFER	27-Aug-15	392.42
0170ET0066	0001	*****	4652	NORTHERN DIGITAL SERVICES	27-Aug-15	542.69
0170ET0067	0001	*****	1263	PEACE COUNTRY CO-OP	27-Aug-15	194.85
0170ET0068	0001	*****	EM11317	PETERS, ELIZABETH	27-Aug-15	678.24
0170ET0069	0001	*****	EM10213	PETLEY-JONES, GEOFFREY	27-Aug-15	483.10
0170ET0070	0001	*****	10430	REILLY, ERIN	27-Aug-15	967.17
0170ET0071	0001	*****	10431	RICKETTS, PAUL	27-Aug-15	967.17
0170ET0072	0001	*****	319	RUSSELL FOOD EQUIPMENT	27-Aug-15	260.82
0170ET0073	0001	*****	3417	RYAN, RUTH ANNE	27-Aug-15	1,075.68
0170ET0074	0001	*****	1199	SANDER, JACQUELINE	27-Aug-15	935.55
0170ET0075	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	27-Aug-15	844.75
0170ET0076	0001	*****	6692	SILVERTIP ENTERPRISE LTD.	27-Aug-15	1,695.60
0170ET0077	0001	*****	7245	SINOTTE, RONNIE	27-Aug-15	235.00
0170ET0078	0001	*****	10432	SOMWARU, RAVINDRA	27-Aug-15	967.17
0170ET0079	0001	*****	9276	SRB EDUCATION SOLUTIONS	27-Aug-15	5,562.26
0170ET0080	0001	*****	8503	THE CAT RENTAL STORE (EDM)	27-Aug-15	151.42
0170ET0081	0001	*****	10433	TIMINSKY, SHAYLA	27-Aug-15	967.17
0170ET0082	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	27-Aug-15	14,313.60
0170ET0083	0001	*****	751	WESCLEAN - (EDM)	27-Aug-15	1,364.19
0171000001	0001	0000296394	6983	CHALIFOUX, JEFF	28-Aug-15	775.36
0171000002	0001	0000296395	3846	GULLION, ELMER	28-Aug-15	922.24
0171000003	0001	0000296396	1193	OMINAYAK, PAULINE	28-Aug-15	730.44
0171000004	0001	0000296397	1017	SHAW, KENNETH RUSSELL	28-Aug-15	819.22
0171000005	0001	0000296398	9355	YELLOWKNEE, NORA	28-Aug-15	734.56
0172000001	0001	0000296399	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	31-Aug-15	1,432.00
0172000002	0001	0000296400	353	ALBERTA TEACHERS ASSOCIATION	31-Aug-15	20,646.01
0172000003	0001	0000296401	357	INDUSTRIAL-ALLIANCE	31-Aug-15	710.00
0172000004	0001	0000296402	355	LOCAL AUTHORITIES PENSION PLAN	31-Aug-15	137,400.81
0172000005	0001	0000296403	356	LONDON LIFE	31-Aug-15	4,440.39
0172000006	0001	0000296404	349	RECEIVER GENERAL FOR CANADA	31-Aug-15	393,453.95
0172000007	0001	0000296405	1714	RECEIVER GENERAL FOR CANADA	31-Aug-15	1,025.53
0172ET0001	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	31-Aug-15	153,662.96
0172ET0002	0001	*****	EM11061	GHOSTKEEPER, GRETA	31-Aug-15	15,000.00
0172ET0003	0001	*****	354	TEACHER'S RETIREMENT FUND	31-Aug-15	180,659.00
0173000001	0001	0000296406	1378	ALBERTA MOTOR PRODUCTS	03-Sep-15	78.36
0173000002	0001	0000296407	8507	ALTAGAS UTILITIES INC	03-Sep-15	260.77
0173000003	0001	0000296408	3700	ATEK WATER SYSTEMS	03-Sep-15	254.68
0173000004	0001	0000296409	8417	AUGER, KEVIN S.	03-Sep-15	942.98
0173000005	0001	0000296410	3959	AUGER, LEILA	03-Sep-15	144.00
0173000006	0001	0000296411	454	BARTLE & GIBSON - PR	03-Sep-15	841.62
0173000007	0001	0000296412	8757	BEAVER, RONALD	03-Sep-15	120.00
0173000008	0001	0000296413	8876	BELL CANADA	03-Sep-15	176.58
0173000009	0001	0000296414	10051	CALLING LAKE RECREATIONAL TRAIL ASSOC	03-Sep-15	5,000.00
0173000010	0001	0000296415	346	CANADA WIDE	03-Sep-15	4,171.11
0173000011	0001	0000296416	10241	CARDINAL, RANDY	03-Sep-15	110.00
0173000012	0001	0000296417	10231	CROSSMAN, BEV	03-Sep-15	4,137.47
0173000013	0001	0000296418	5287	DIRECT ENERGY REGULATED SERVICES	03-Sep-15	1,642.69

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 4

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0173000014	0001	0000296419	1227	GRANDE CACHE MOUNTAINEER	03-Sep-15	191.42
0173000015	0001	0000296420	10437	MEARON, JOLENE	03-Sep-15	100.00
0173000016	0001	0000296421	10412	MIKE'S CUSTOM WELDING	03-Sep-15	3,685.50
0173000017	0001	0000296422	10344	MILESTONE ENGINEERING SERVICES LTD	03-Sep-15	7,229.25
0173000018	0001	0000296423	8717	MODSPACE	03-Sep-15	39,295.03
0173000019	0001	0000296424	373	NORTH EAST GAS CO-OP	03-Sep-15	13.50
0173000020	0001	0000296425	3694	NORTH STAR ELECTRIC LTD.	03-Sep-15	3,613.57
0173000021	0001	0000296426	EM12291	NOSKEY, NORMA	03-Sep-15	100.00
0173000022	0001	0000296427	5631	NUFLOORS	03-Sep-15	687.35
0173000023	0001	0000296428	7767	PEACE TRUCK & TRAILER	03-Sep-15	1,050.00
0173000024	0001	0000296429	10263	PLEASANT HOMES LTD.	03-Sep-15	95,369.53
0173000025	0001	0000296430	1403	PURULATOR COURIER LTD.	03-Sep-15	80.07
0173000026	0001	0000296431	2277	REVENUE CANADA	03-Sep-15	14,183.89
0173000027	0001	0000296432	5951	RONA HOME CENTRE #245	03-Sep-15	138.51
0173000028	0001	0000296433	8597	SELECT EQUIPMENT RENTALS (ST. ALBERT)	03-Sep-15	1,958.25
0173000029	0001	0000296434	605	SOUTH PEACE NEWS	03-Sep-15	210.00
0173000030	0001	0000296435	5413	STAN LADEROUTE CONSTRUCTION	03-Sep-15	7,650.00
0173000031	0001	0000296436	8951	STANDARD LIFE	03-Sep-15	1,371.52
0173000032	0001	0000296437	8286	SUPERIOR SAFETY CODES	03-Sep-15	468.00
0173000033	0001	0000296438	8	TELUS COMMUNICATIONS INCORPORATED	03-Sep-15	12,427.37
0173000034	0001	0000296439	7734	THE LUBE SHOP	03-Sep-15	109.14
0173000035	0001	0000296440	10413	TK CARPET & UPHOLSTERY CLEANING LTD	03-Sep-15	1,054.73
0173000036	0001	0000296441	79	XEROX CANADA LTD.	03-Sep-15	191.11
0173ET0001	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	03-Sep-15	1,601.96
0173ET0002	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	03-Sep-15	9,539.18
0173ET0003	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	03-Sep-15	3,254.00
0173ET0004	0001	*****	3903	ANDERSON, JENNIFER	03-Sep-15	81.18
0173ET0005	0001	*****	10163	ARCTIC BUILDERS	03-Sep-15	89,264.83
0173ET0006	0001	*****	EM11947	BABEY, SUSAN	03-Sep-15	170.14
0173ET0007	0001	*****	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	03-Sep-15	50.40
0173ET0008	0001	*****	10189	BLUE ROSE CONTRACTING	03-Sep-15	8,379.00
0173ET0009	0001	*****	9146	C. HALCROW PLUMBING & GASFITTING	03-Sep-15	3,675.00
0173ET0010	0001	*****	5674	CARDINAL, LISA	03-Sep-15	847.91
0173ET0011	0001	*****	224	CHARLIE'S SECURITY	03-Sep-15	4.20
0173ET0012	0001	*****	4189	COLVILLE, CRYSTAL	03-Sep-15	1,092.94
0173ET0013	0001	*****	8889	COOK, TERRY LYNN	03-Sep-15	252.93
0173ET0014	0001	*****	10322	CUNNINGHAM, KELLY	03-Sep-15	75.00
0173ET0015	0001	*****	EM18266	DARRAH, RICHARD	03-Sep-15	262.81
0173ET0016	0001	*****	8252	DRYDEN, DEBORAH	03-Sep-15	52.41
0173ET0017	0001	*****	8744	GFS PRAIRIES INC	03-Sep-15	3,049.86
0173ET0018	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	03-Sep-15	87,525.90
0173ET0019	0001	*****	EM13003	GRAINGER, LORNA	03-Sep-15	31.60
0173ET0020	0001	*****	4538	GRANDE CACHE HOME FURNITURE	03-Sep-15	1,101.45
0173ET0021	0001	*****	10405	GRIFFITHS, WARREN	03-Sep-15	175.00
0173ET0022	0001	*****	8523	HALTER'S AUTOMOTIVE	03-Sep-15	335.48
0173ET0023	0001	*****	8245	HEYDE, ROBERT	03-Sep-15	280.10
0173ET0024	0001	*****	EM11650	HOCKLEY, JAMES	03-Sep-15	757.55
0173ET0025	0001	*****	620	HOULE, JUNE	03-Sep-15	171.36
0173ET0026	0001	*****	10213	I&P MECHANIC	03-Sep-15	375.24
0173ET0027	0001	*****	4127	JAVA DOMAIN LTD.	03-Sep-15	197.00
0173ET0028	0001	*****	EM10078	JELLETT, CHRISTINE	03-Sep-15	59.52

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 5

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0173ET0029	0001	*****	EM10068	JOUDREY, BRUCE	03-Sep-15	314.16
0173ET0030	0001	*****	10426	KRAHN, TIMOTHY	03-Sep-15	227.16
0173ET0031	0001	*****	EM12009	LAVALLEE, PATRICK	03-Sep-15	550.00
0173ET0032	0001	*****	410	LITTLE BUFFALO SCHOOL	03-Sep-15	848.60
0173ET0033	0001	*****	4613	MCCALLUM, VINCENT	03-Sep-15	1,328.52
0173ET0034	0001	*****	EM18461	MCREE, DONALD	03-Sep-15	1,890.00
0173ET0035	0001	*****	8481	MILNE, DAWN	03-Sep-15	78.17
0173ET0036	0001	*****	551	PARKER, BRYAN	03-Sep-15	228.07
0173ET0037	0001	*****	1562	PELICAN MOUNTAIN SCHOOL	03-Sep-15	500.00
0173ET0038	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	03-Sep-15	317.59
0173ET0039	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	03-Sep-15	4,257.81
0173ET0040	0001	*****	292	REIN, KENT	03-Sep-15	305.00
0173ET0041	0001	*****	10431	RICKETTS, PAUL	03-Sep-15	475.24
0173ET0042	0001	*****	3417	RYAN, RUTH ANNE	03-Sep-15	1,106.25
0173ET0043	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	03-Sep-15	156.96
0173ET0044	0001	*****	EM18274	SCHIERMAN, TINA	03-Sep-15	30.00
0173ET0045	0001	*****	5031	SYSCO FOOD SERVICES OF EDMONTON	03-Sep-15	3,012.33
0173ET0046	0001	*****	EM10878	TESSIER, DONALD	03-Sep-15	510.00
0173ET0047	0001	*****	1449	THE BRICK	03-Sep-15	441.00
0173ET0048	0001	*****	751	WESCLEAN - (EDM)	03-Sep-15	656.03
0174000001	0001	0000296442	125	ASSOCIATION OF SCHOOL BUSINESS	03-Sep-15	945.00
0174000002	0001	0000296443	8876	BELL CANADA	03-Sep-15	80.48
0174000003	0001	0000296444	313	CASS ZONE ONE	03-Sep-15	300.00
0174000004	0001	0000296445	5937	EDUCATION CANADA NETWORK	03-Sep-15	1,884.75
0174000005	0001	0000296446	6909	MAINTENANCE CONNECTION CANADA	03-Sep-15	1,701.00
0174000006	0001	0000296447	6441	NETSCAFFOLD CORPORATION	03-Sep-15	4,987.50
0174000007	0001	0000296448	812	WASTE MANAGEMENT	03-Sep-15	2,506.89
0174000008	0001	0000296449	5480	XPLORNET COMMUNICATIONS INC	03-Sep-15	157.49
0174ET0001	0001	*****	350	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	03-Sep-15	15,393.48
0174ET0002	0001	*****	5882	AXIA SUPERNET LTD.	03-Sep-15	20,047.65
0174ET0003	0001	*****	9506	CCI WIRELESS	03-Sep-15	69.29
0174ET0004	0001	*****	4189	COLVILLE, CRYSTAL	03-Sep-15	464.23
0174ET0005	0001	*****	8964	CYBERA INC.	03-Sep-15	5,533.50
0174ET0006	0001	*****	751	WESCLEAN - (EDM)	03-Sep-15	393.34
0175000001	0001	0000296450	10022	1799135 AB LTD	10-Sep-15	156.00
0175000002	0001	0000296451	868	ABORIGINAL MULTI-MEDIA SOCIETY	10-Sep-15	420.00
0175000003	0001	0000296452	10402	ALBERTA HEALTH SERVICES	10-Sep-15	60.00
0175000004	0001	0000296453	2716	ALDER RIDGE EXCAVATING	10-Sep-15	19,635.00
0175000005	0001	0000296454	8507	ALTAGAS UTILITIES INC	10-Sep-15	336.76
0175000006	0001	0000296455	5883	ANDERSON, LORRAINE	10-Sep-15	122.17
0175000007	0001	0000296456	8740	BEYOND 2000	10-Sep-15	4,193.03
0175000008	0001	0000296457	3182	C-JJJS LTD	10-Sep-15	1,892.36
0175000009	0001	0000296458	402	CANADA BREAD WEST(MCGAVINS) #4065	10-Sep-15	140.36
0175000010	0001	0000296459	255	COLLINS, JOYCE	10-Sep-15	114.24
0175000011	0001	0000296460	1963	CUNNINGHAM, KEN	10-Sep-15	1,050.00
0175000012	0001	0000296461	38	CUSTOM DESIGN INTERIOR	10-Sep-15	5,777.37
0175000013	0001	0000296462	8399	CZIBERE, DAVE	10-Sep-15	84.33
0175000014	0001	0000296463	5287	DIRECT ENERGY REGULATED SERVICES	10-Sep-15	2,253.95
0175000015	0001	0000296464	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	10-Sep-15	331.04
0175000016	0001	0000296465	9190	FONTAINE, EDGAR	10-Sep-15	563.00
0175000017	0001	0000296466	693	FRESON BROS. (HP)	10-Sep-15	622.67

## NORTHLAND SCHOOL DIVISION

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 6

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0175000018	0001	0000296467	90	GABRIEL DUMONT INSTITUTE	10-Sep-15	2,590.16
0175000019	0001	0000296468	10105	GLOBALXPERS	10-Sep-15	37,473.18
0175000020	0001	0000296469	699	GREYHOUND COURIER EXPRESS	10-Sep-15	47.00
0175000021	0001	0000296470	5782	J.APPLESEED	10-Sep-15	776.20
0175000022	0001	0000296471	3864	JACKNIFE TIMBER LTD.	10-Sep-15	2,205.00
0175000023	0001	0000296472	10436	JOE L GALLANT PROP	10-Sep-15	13,895.50
0175000024	0001	0000296473	8392	KCA ANDERSON HOLDINGS LTD.	10-Sep-15	138.23
0175000025	0001	0000296474	9397	KNUTSON, BRYAN	10-Sep-15	80.42
0175000026	0001	0000296475	EM18413	LAROCQUE, TIM	10-Sep-15	231.56
0175000027	0001	0000296476	10439	LONGBOW SALES INC	10-Sep-15	55,125.00
0175000028	0001	0000296477	425	MACDOUGALL, SUSAN	10-Sep-15	600.00
0175000029	0001	0000296478	4695	MAPLEWOOD COMPUTING LTD	10-Sep-15	4,384.80
0175000030	0001	0000296479	1949	MIKISEW TECHNICAL SERVICES	10-Sep-15	10,075.54
0175000031	0001	0000296480	859	MONAHAN FORD SALES	10-Sep-15	1,924.05
0175000032	0001	0000296481	10243	MOORE, MATTHEW	10-Sep-15	360.00
0175000033	0001	0000296482	2441	NATIVE REFLECTIONS	10-Sep-15	907.20
0175000034	0001	0000296483	9454	NEWCAP RADIO INC.	10-Sep-15	427.77
0175000035	0001	0000296484	EM11493	OGINSKI, WESLEY	10-Sep-15	4,253.04
0175000036	0001	0000296485	8423	OMOTH, KATHY	10-Sep-15	282.48
0175000037	0001	0000296486	1471	PEACE RIVER FORD SALES INC	10-Sep-15	5,194.04
0175000038	0001	0000296487	10263	PLEASANT HOMES LTD.	10-Sep-15	1,575.00
0175000039	0001	0000296488	9288	PLS SECURITY	10-Sep-15	2,362.04
0175000040	0001	0000296489	349	RECEIVER GENERAL FOR CANADA	10-Sep-15	3,168.60
0175000041	0001	0000296490	7880	REECE, CLEO	10-Sep-15	80.42
0175000042	0001	0000296491	7669	REGISTRATIONS ARE US	10-Sep-15	393.75
0175000043	0001	0000296492	9502	REVOLUTION CHEVROLET	10-Sep-15	751.82
0175000044	0001	0000296493	450	ROGER'S LOCK LIMITED	10-Sep-15	546.00
0175000045	0001	0000296494	25	SCHOLAR'S CHOICE	10-Sep-15	147.28
0175000046	0001	0000296495	74	SCHOLASTIC CANADA LIMITED	10-Sep-15	42,271.95
0175000047	0001	0000296496	6054	SCHOOL SPECIALTY CANADA	10-Sep-15	1,077.72
0175000048	0001	0000296497	10441	ST. JOHN PAUL II CATHOLIC SCHOOL	10-Sep-15	365.00
0175000049	0001	0000296498	2325	STAPLES #145	10-Sep-15	16,648.49
0175000050	0001	0000296499	10434	STAR NEWS INC	10-Sep-15	341.25
0175000051	0001	0000296500	EM18450	SUTHERLAND, KENNETH	10-Sep-15	30.00
0175000052	0001	0000296501	4828	SUTHERLAND, ROD	10-Sep-15	505.00
0175000053	0001	0000296502	2951	TAIT, STEVEN	10-Sep-15	37.27
0175000054	0001	0000296503	2809	THE FEVER	10-Sep-15	184.63
0175000055	0001	0000296504	8039	THE NORTHERN STORES FINANCIAL SERVICES	10-Sep-15	49.68
0175000056	0001	0000296505	1891	U.S. BANCORP CANADA CO.	10-Sep-15	92,086.36
0175000057	0001	0000296506	683	UNIVERSITY OF TORONTO PRESS	10-Sep-15	3,975.30
0175000058	0001	0000296507	10181	VALUE DRUG MART ASSOCIATES LTD	10-Sep-15	786.66
0175000059	0001	0000296508	10295	WALMART STORE #3640	10-Sep-15	433.92
0175000060	0001	0000296509	79	XEROX CANADA LTD.	10-Sep-15	3,166.12
0175ET0001	0001	*****	10143	1832648 ALBERTA LTD	10-Sep-15	104.53
0175ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	10-Sep-15	2,853.86
0175ET0003	0001	*****	170	ALBERTA NATIVE NEWS	10-Sep-15	627.38
0175ET0004	0001	*****	3765	ALOOK, CORRINE	10-Sep-15	356.64
0175ET0005	0001	*****	EM11976	ANDERSON, AUDREY	10-Sep-15	256.64
0175ET0006	0001	*****	10163	ARCTIC BUILDERS	10-Sep-15	168,393.75
0175ET0007	0001	*****	10440	AUGER, NORMA	10-Sep-15	CANCEL 10-Sep-15 100.00
0175ET0008	0001	*****	283	BATCHELOR, DOREEN	10-Sep-15	1,181.84
0175ET0009	0001	*****	6683	BIM'S CAR TRUCK WASH & GRAVEL SALES	10-Sep-15	46.46

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 7

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0175ET0010	0001	*****	EM18361	CAMPBELL, BAILEY S	10-Sep-15	447.32
0175ET0011	0001	*****	10438	CAPITAL CANVAS	10-Sep-15 CANCEL 15-Sep-15	4,620.00
0175ET0012	0001	*****	3954	CARDINAL, MELISSA	10-Sep-15	300.00
0175ET0013	0001	*****	10420	CARSON, CHRISTOPHER	10-Sep-15	1,604.08
0175ET0014	0001	*****	9329	CERETZKE, KERRI	10-Sep-15	3,348.84
0175ET0015	0001	*****	4544	COX, DAVID	10-Sep-15	3,237.11
0175ET0016	0001	*****	8678	DT'S MAINTENANCE REPAIR & OVERHAUL	10-Sep-15	463.12
0175ET0017	0001	*****	18	EDMONTON PUBLIC SCHOOLS	10-Sep-15	7,489.94
0175ET0018	0001	*****	5244	EXECUTIVE ROYAL INN - WEST EDMONTON	10-Sep-15	694.87
0175ET0019	0001	*****	6457	GAUCHIER, TEASA	10-Sep-15	228.48
0175ET0020	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	10-Sep-15	100.29
0175ET0021	0001	*****	8744	GFS PRAIRIES INC	10-Sep-15	5,249.09
0175ET0022	0001	*****	5294	GRACH, ERNIE	10-Sep-15	120.00
0175ET0023	0001	*****	EM12249	GULLION, RITA	10-Sep-15	535.66
0175ET0024	0001	*****	EM11201	HALCROW, CHRISTOPHER	10-Sep-15	260.00
0175ET0025	0001	*****	8523	HALTER'S AUTOMOTIVE	10-Sep-15	561.75
0175ET0026	0001	*****	EM11765	HAROLDSON, LEE	10-Sep-15	229.64
0175ET0027	0001	*****	8864	HELIX IT ALBERTA INC.	10-Sep-15	29,621.78
0175ET0028	0001	*****	8106	HUNT, DOROTHY JOYCE	10-Sep-15	507.28
0175ET0029	0001	*****	9088	IRWIN, J. ANDREW	10-Sep-15	170.00
0175ET0030	0001	*****	8728	JOHN DEERE FINANCIAL	10-Sep-15	149.42
0175ET0031	0001	*****	1170	LAKELAND FIRE & SAFETY SUPPLY(1990)LTD.	10-Sep-15	1,417.50
0175ET0032	0001	*****	347	MCMURRAY AVIATION	10-Sep-15	150.00
0175ET0033	0001	*****	3364	MILLENIUM CABINS INC.	10-Sep-15	15.50
0175ET0034	0001	*****	656	MUNICIPAL DISTRICT OF OPPORTUNITY #17	10-Sep-15	4,342.00
0175ET0035	0001	*****	30	NELSON EDUCATION LTD.	10-Sep-15	167.66
0175ET0036	0001	*****	10417	OKEMASIS SAFETY TRAINING	10-Sep-15	3,320.44
0175ET0037	0001	*****	EM11200	PARKER, RAY	10-Sep-15	240.00
0175ET0038	0001	*****	7536	PEACE RIVER BROADCASTING CORP. LTD	10-Sep-15	995.82
0175ET0039	0001	*****	EM11317	PETERS, ELIZABETH	10-Sep-15	20.87
0175ET0040	0001	*****	9297	RECK, KIMBERLEY	10-Sep-15	568.03
0175ET0041	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	10-Sep-15	56.66
0175ET0042	0001	*****	10430	REILLY, ERIN	10-Sep-15	763.82
0175ET0043	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	10-Sep-15	995.17
0175ET0044	0001	*****	8378	SUN MEDIA	10-Sep-15	585.48
0175ET0045	0001	*****	EM10185	SUTHERLAND, STEPHANIE	10-Sep-15	150.00
0175ET0046	0001	*****	539	TOWN OF PEACE RIVER	10-Sep-15	270.02
0175ET0047	0001	*****	8881	VACHERESSE, TEGAN	10-Sep-15	1,900.00
0175ET0048	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	10-Sep-15	7,669.19
0175ET0049	0001	*****	EM12430	VOGEL, KATHY	10-Sep-15	50.80
0175ET0050	0001	*****	10071	WEIR, DARREN	10-Sep-15	626.60
0175ET0051	0001	*****	EM10066	WOODFINE, BERNARD	10-Sep-15	873.80
0176000001	0001	0000296510	10442	979873 ALBERTA LTD	11-Sep-15	200.00
0176000002	0001	0000296511	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	11-Sep-15	339.42
0176000003	0001	0000296512	8740	BEYOND 2000	11-Sep-15	2,140.20
0176000004	0001	0000296513	402	CANADA BREAD WEST(MCGAVINS) #4065	11-Sep-15	56.08
0176000005	0001	0000296514	25	SCHOLAR'S CHOICE	11-Sep-15	183.96
0176000006	0001	0000296515	74	SCHOLASTIC CANADA LIMITED	11-Sep-15	3,812.84
0176000007	0001	0000296516	887	SMILEMAKERS	11-Sep-15	271.89
0176000008	0001	0000296517	7909	SOCAN	11-Sep-15	700.09
0176000009	0001	0000296518	6427	SOLUTION TREE EDUCATION INC.	11-Sep-15	5,500.00
0176000010	0001	0000296519	8039	THE NORTHERN STORES FINANCIAL SERVICES	11-Sep-15	116.17

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 8

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0176000011	0001	0000296520	1891	U.S. BANCORP CANADA CO.	11-Sep-15	16,819.51
0176000012	0001	0000296521	570	WAWANESA LIFE	11-Sep-15	531.42
0176000013	0001	0000296522	1736	WORKER'S COMPENSATION BOARD-ALBERTA	11-Sep-15	26,130.00
0176ET0001	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	11-Sep-15	502.31
0176ET0002	0001	*****	7693	ANDERSON BUSING	11-Sep-15	700.00
0176ET0003	0001	*****	776	CHRISTENSEN BUSING	11-Sep-15	1,800.00
0176ET0004	0001	*****	2994	DESJARLAIS BUSES	11-Sep-15	4,000.00
0176ET0005	0001	*****	5244	EXECUTIVE ROYAL INN - WEST EDMONTON	11-Sep-15	893.79
0176ET0006	0001	*****	529	FRESON BROS.	11-Sep-15	25.20
0176ET0007	0001	*****	347	MCMURRAY AVIATION	11-Sep-15	5,667.98
0176ET0009	0001	*****	5202	MICHEL'S SUPER A FOODS	11-Sep-15	39.18
0176ET0009	0001	*****	4884	NOSKEY BUS LINES	11-Sep-15	1,400.00
0176ET0010	0001	*****	10417	OKEMASIS SAFETY TRAINING	11-Sep-15	1,395.36
0176ET0011	0001	*****	2461	ORR, CHARLES	11-Sep-15	700.00
0176ET0012	0001	*****	2378	PEARSON CANADA INC T46254	11-Sep-15	98.21
0176ET0013	0001	*****	276	PRESSE COMMERCE	11-Sep-15	367.53
0176ET0014	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	11-Sep-15	3,329.81
0176ET0015	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	11-Sep-15	399.53
0176ET0016	0001	*****	751	WESCLEAN - (EDM)	11-Sep-15	2,019.87
0177000001	0001	0000296523	8507	ALTAGAS UTILITIES INC	17-Sep-15	41.84
0177000002	0001	0000296524	125	ASSOCIATION OF SCHOOL BUSINESS	17-Sep-15	367.50
0177000003	0001	0000296525	244	ATCO ELECTRIC LTD.	17-Sep-15	15.60
0177000004	0001	0000296526	8429	CARDINAL, LOUIE AUGUST	17-Sep-15	200.00
0177000005	0001	0000296527	EM18164	CHALIFOUX, WANDA	17-Sep-15	66.00
0177000006	0001	0000296528	6749	CLASSROOM READY	17-Sep-15	703.50
0177000007	0001	0000296529	10446	CLERK OF COURT	17-Sep-15	310.00
0177000008	0001	0000296530	10435	COLLISION TOWING	17-Sep-15	162.75
0177000009	0001	0000296531	6976	COURTOREILLE, KIM	17-Sep-15	200.00
0177000010	0001	0000296532	6977	DEMMONS, CRYSTAL	17-Sep-15	75.00
0177000011	0001	0000296533	10447	DESJARLAIS, RHONDA	17-Sep-15	4.98
0177000012	0001	0000296534	4816	G.B. TRUCK & DIESEL LTD. (PR)	17-Sep-15	6,476.59
0177000013	0001	0000296535	3100	GUILD, ROBIN	17-Sep-15	200.00
0177000014	0001	0000296536	3846	GULLION, ELMER	17-Sep-15	200.00
0177000015	0001	0000296537	8993	INDUSTRIAL ALLICANCE INSURANCE	17-Sep-15	3,219.00
0177000016	0001	0000296538	5907	LEPINE, GWEN	17-Sep-15	75.00
0177000017	0001	0000296539	EM10524	NOSKIYE, VIOLA	17-Sep-15	850.00
0177000018	0001	0000296540	8509	PITNEY BOWES	17-Sep-15	1,136.49
0177000019	0001	0000296541	349	RECEIVER GENERAL FOR CANADA	17-Sep-15	114,800.00
0177000020	0001	0000296542	1017	SHAW, KENNETH RUSSELL	17-Sep-15	200.00
0177000021	0001	0000296543	5948	THOMPSON, SHEILA	17-Sep-15	75.00
0177000022	0001	0000296544	109	UNISOURCE CANADA INC.	17-Sep-15	2,264.88
0177000023	0001	0000296545	5382	WHITECAP MOTORS	17-Sep-15	73.44
0177ET0001	0001	*****	6907	ACCORD ANSWERING SERVICE	17-Sep-15	315.00
0177ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	17-Sep-15	50.40
0177ET0003	0001	*****	3796	BARTMAN, SHELLEY	17-Sep-15	75.00
0177ET0004	0001	*****	7336	BEDFORD, STACEY	17-Sep-15	68.25
0177ET0005	0001	*****	3840	BIGSTONE, JOSEPH ALBERT	17-Sep-15	225.00
0177ET0006	0001	*****	9146	C. HALCROW PLUMBING & GASFITTING	17-Sep-15	3,675.00
0177ET0007	0001	*****	9278	CARDINAL, GLORIA	17-Sep-15	167.28
0177ET0008	0001	*****	8982	DLUGOSZ, GAYLE	17-Sep-15	1,094.76
0177ET0009	0001	*****	18	EDMONTON PUBLIC SCHOOLS	17-Sep-15	1,426.22

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 9

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0177ET0010	0001	*****	529	FRESON BROS.	17-Sep-15	25.20
0177ET0011	0001	*****	8744	GFS PRAIRIES INC	17-Sep-15	9,103.37
0177ET0012	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATIION	17-Sep-15	5,565.00
0177ET0013	0001	*****	7836	HENDRIX RESTAURANT EQUIPMENT	17-Sep-15	2.71
0177ET0014	0001	*****	EM10814	HORON, RICK	17-Sep-15	19.98
0177ET0015	0001	*****	EM10078	JELLETT, CHRISTINE	17-Sep-15	255.89
0177ET0016	0001	*****	EM12806	JOHNSON, PATTY	17-Sep-15	566.49
0177ET0017	0001	*****	8759	JONES, LISA	17-Sep-15	CANCEL 24-Sep-15 118.55
0177ET0018	0001	*****	8255	LAMBTON, PATRICK	17-Sep-15	149.62
0177ET0019	0001	*****	EM18471	MALIK, TAUFIQ AHMED	17-Sep-15	221.18
0177ET0020	0001	*****	347	MCMURRAY AVIATION	17-Sep-15	6,015.00
0177ET0021	0001	*****	3364	MILLENIU CABINS INC.	17-Sep-15	296.79
0177ET0022	0001	*****	30	NELSON EDUCATION LTD.	17-Sep-15	8,389.47
0177ET0023	0001	*****	10173	P3 MARKETING SOLUTIONS INC	17-Sep-15	3,782.57
0177ET0024	0001	*****	2378	PEARSON CANADA INC T46254	17-Sep-15	496.24
0177ET0025	0001	*****	EM15194	PETLEY-JONES, ANNA	17-Sep-15	75.41
0177ET0026	0001	*****	276	PRESSE COMMERCE	17-Sep-15	399.21
0177ET0027	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	17-Sep-15	573.34
0177ET0028	0001	*****	EM18479	SINGH, ANSHUMALI	17-Sep-15	1,043.14
0177ET0029	0001	*****	7245	SINOTTE, RONNIE	17-Sep-15	30.00
0177ET0030	0001	*****	31	SPECTRUM EDUCATIONAL SUPPLIES LTD.	17-Sep-15	2,715.73
0177ET0031	0001	*****	162	ST. THERESA SCHOOL	17-Sep-15	1,652.35
0177ET0032	0001	*****	5081	SYSCO FOOD SERVICES OF EDMONTON	17-Sep-15	12,027.86
0177ET0033	0001	*****	9134	WALTY, CURTIS	17-Sep-15	20.00
0177ET0034	0001	*****	751	WESCLEAN - (EDM)	17-Sep-15	1,891.72
0178000001	0001	0000296546	353	ALBERTA TEACHERS ASSOCIATION	18-Sep-15	210.00
0178000002	0001	0000296547	8679	ALL-PRO TRUCK & TRAILER REPAIR	18-Sep-15	1,484.19
0178000003	0001	0000296548	8507	ALTAGAS UTILITIES INC	18-Sep-15	731.23
0178000004	0001	0000296549	1778	ALTAGAS UTILITIES INC.	18-Sep-15	1,233.12
0178000005	0001	0000296550	9432	ANDERSON, GLORIA	18-Sep-15	84.33
0178000006	0001	0000296551	1297	ASHCROFT FLOORING & BLINDS LTD	18-Sep-15	115.50
0178000007	0001	0000296552	244	ATCO ELECTRIC LTD.	18-Sep-15	43.96
0178000008	0001	0000296553	228	ATHABASCA HOME HARDWARE BUILDING CENTRE	18-Sep-15	241.06
0178000009	0001	0000296554	753	AUTOMATIC CONTROLS (EDMONTON) LTD.	18-Sep-15	54,810.00
0178000010	0001	0000296555	1289	B.G.E. SERVICE & SUPPLY LTD	18-Sep-15	505.10
0178000011	0001	0000296556	1192	BADGER, JOE	18-Sep-15	250.00
0178000012	0001	0000296557	5749	BARON OILFIELD SUPPLY LTD	18-Sep-15	329.46
0178000013	0001	0000296558	454	BARTLE & GIBSON - PR	18-Sep-15	1,484.97
0178000014	0001	0000296559	10449	C. MILNER	18-Sep-15	295.00
0178000015	0001	0000296560	9528	C. STEWART CONTRACTING LTD.	18-Sep-15	6,132.00
0178000016	0001	0000296561	2640	CALLING LAKE MOOSEHORN MARKET	18-Sep-15	305.79
0178000017	0001	0000296562	7647	CALLIOU, LISA	18-Sep-15	130.56
0178000018	0001	0000296563	6065	CARDINAL, ESTHER	18-Sep-15	255.56
0178000019	0001	0000296564	8804	CHINCHAGA ANCHORS & PILINGS LTD	18-Sep-15	27,027.09
0178000020	0001	0000296565	433	CLASSIC ELECTRIC INC.	18-Sep-15	1,872.32
0178000021	0001	0000296566	7007	COLOURS BY TIFFANY	18-Sep-15	1,775.24
0178000022	0001	0000296567	10176	COX CONTRACTORS LTD	18-Sep-15	2,767.70
0178000023	0001	0000296568	3438	CRYSTAL CLEAR WATER SALES	18-Sep-15	96.00
0178000024	0001	0000296569	38	CUSTOM DESIGN INTERIOR	18-Sep-15	1,994.48
0178000025	0001	0000296570	9209	DALYN DISPOSALS LTD.	18-Sep-15	3,281.25
0178000026	0001	0000296571	6977	DEMMONS, CRYSTAL	18-Sep-15	385.84
0178000027	0001	0000296572	10447	DESJARLAIS, RHONDA	18-Sep-15	35.20

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 10

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0178000028	0001	0000296573	5287	DIRECT ENERGY REGULATED SERVICES	18-Sep-15	595.17
0178000029	0001	0000296574	470	EMCO DISTRIBUTION LTD.	18-Sep-15	76.28
0178000030	0001	0000296575	3252	EPCOR ENERGY SERVICES ( ALBERTA) INC.	18-Sep-15	307.19
0178000031	0001	0000296576	3618	FEHR BUILDING MATERIALS LTD	18-Sep-15	282.36
0178000032	0001	0000296577	9531	FIRECOM INDUSTRIES INC	18-Sep-15	2,597.70
0178000033	0001	0000296578	6538	FLAG OUTLET LTD.	18-Sep-15	110.82
0178000034	0001	0000296579	10367	FORT CHIPEWYAN HISTORICAL SOCIETY	18-Sep-15	47.00
0178000035	0001	0000296580	693	FRESON BROS. (HP)	18-Sep-15	177.48
0178000036	0001	0000296581	10448	GAUCHIER, DIANE	18-Sep-15	100.00
0178000037	0001	0000296582	699	GREYHOUND COURIER EXPRESS	18-Sep-15	47.67
0178000038	0001	0000296583	217	HIGH PRAIRIE ACE HARDWARE	18-Sep-15	93.69
0178000039	0001	0000296584	10452	HIGH PRAIRIE GLASS (2015)	18-Sep-15	657.72
0178000040	0001	0000296585	10100	HILLMAN, NICOLE	18-Sep-15	380.60
0178000041	0001	0000296586	2432	HP & DIST REG WASTE AUTHORITY	18-Sep-15	1,843.95
0178000042	0001	0000296587	8552	IRENE HEFFEL, M.ED.	18-Sep-15	2,166.42
0178000043	0001	0000296588	342	JACKNIFE, TRACY	18-Sep-15	310.84
0178000044	0001	0000296589	4056	LAC LA BICHE BUILDING PRODUCTS	18-Sep-15	232.47
0178000045	0001	0000296590	5907	LEPINE, GWEN	18-Sep-15	385.84
0178000046	0001	0000296591	5719	LEPINE, ROBERT	18-Sep-15	115.60
0178000047	0001	0000296592	10112	MIKE'S CUSTOM WELDING	18-Sep-15	682.50
0178000048	0001	0000296593	1948	MIKISEW TECHNICAL SERVICES	18-Sep-15	474.03
0178000049	0001	0000296594	10344	MILESTONE ENGINEERING SERVICES LTD	18-Sep-15	288.75
0178000050	0001	0000296595	2411	NATIVE REFLECTIONS	18-Sep-15	937.00
0178000051	0001	0000296596	10444	NIGHTHAWK ENTERPRISE LTD	18-Sep-15	46,685.10
0178000052	0001	0000296597	248	NORTH PEACE GAS CO-OP	18-Sep-15	228.96
0178000053	0001	0000296598	10450	NORTH RAY EQUIPMENT SERVICES LTD	18-Sep-15	2,100.00
0178000054	0001	0000296599	2895	NORTHERN LAKES COLLEGE	18-Sep-15	15,992.85
0178000055	0001	0000296600	10451	NORTHERN METALIC	18-Sep-15	607.24
0178000056	0001	0000296601	8374	PEAVINE INN & SUITES	18-Sep-15	140.61
0178000057	0001	0000296602	950	PRAIRIE AUTO & INDUSTRIAL SUPPLY LTD.	18-Sep-15	104.99
0178000058	0001	0000296603	10453	PRECISE OILFIELD RENTALS LTD	18-Sep-15	2,687.35
0178000059	0001	0000296604	7678	RIVERSIDE INN (WABASCA)	18-Sep-15	12,120.07
0178000060	0001	0000296605	10141	RON'S GASFITTING AND PLUMBING	18-Sep-15	1,345.05
0178000061	0001	0000296606	5951	RONA HOME CENTRE #245	18-Sep-15	72.04
0178000062	0001	0000296607	882	RUSSELL A. FARROW LIMITED	18-Sep-15	119.06
0178000063	0001	0000296608	5759	SCHMIDT, GWEN	18-Sep-15	80.42
0178000064	0001	0000296609	6054	SCHOOL SPECIALTY CANADA	18-Sep-15	4,063.51
0178000065	0001	0000296610	8348	SIMONET WOODWORK LTD	18-Sep-15	12,498.15
0178000066	0001	0000296611	9457	STAPLES #332	18-Sep-15	663.21
0178000067	0001	0000296612	9245	STEIL, ANGIE	18-Sep-15	50.37
0178000068	0001	0000296613	EM18452	TALLMAN, JOHN	18-Sep-15	105.00
0178000069	0001	0000296614	2809	THE FEVER	18-Sep-15	259.18
0178000070	0001	0000296615	7734	THE LUBE SHOP	18-Sep-15	102.99
0178000071	0001	0000296616	6094	THE NORTH WEST COMPANY	18-Sep-15	380.78
0178000072	0001	0000296617	8039	THE NORTHERN STORES FINANCIAL SERVICES	18-Sep-15	222.71
0178000073	0001	0000296618	5948	THOMPSON, SHEILA	18-Sep-15	305.42
0178000074	0001	0000296619	203	TIMBERLAND BUILDING SUPPLIES	18-Sep-15	353.48
0178000075	0001	0000296620	8140	TULLOCH, MICHELLE	18-Sep-15	100.00
0178000076	0001	0000296621	634	UFA CO-OPERATIVE LIMITED	18-Sep-15	7,994.25
0178000077	0001	0000296622	6314	UPLIFT EQUIPMENT LTD.	18-Sep-15	952.88
0178000078	0001	0000296623	9118	UTC FIRE & SECURITY CANADA	18-Sep-15	1,535.63



## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 11

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0178000079	0001	0000296624	1906	W.A.T. HOLDINGS LTD.	18-Sep-15	2,478.00
0178000080	0001	0000296625	1843	WABASCA HOME HARDWARE	18-Sep-15	4,899.68
0178000081	0001	0000296626	9433	WEBER-PILLWAX, CORA	18-Sep-15	84.33
0178000082	0001	0000296627	6633	WILDFONG'S MOBILE GLASS LTD.	18-Sep-15	236.25
0178000083	0001	0000296629	10390	WOOD BUFFALO BUILDING SUPPLIES INC	18-Sep-15	146.71
0178000084	0001	0000296629	10333	WOODLAND CREE BAND	18-Sep-15	103,041.90
0178000085	0001	0000296630	79	XEROX CANADA LTD.	18-Sep-15	2,152.85
0178ET0001	0001	*****	3677	ACKLANDS GRAINGER	18-Sep-15	479.91
0178ET0002	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	18-Sep-15	3,591.23
0178ET0003	0001	*****	315	ALBERTA SCHOOL BOARDS ASSOCIATION	18-Sep-15	1,456.35
0178ET0004	0001	*****	9180	ALLEN DESJARLAIS INDEPENDENT INSPECTIONS	18-Sep-15	1,260.00
0178ET0005	0001	*****	10163	ARCTIC BUILDERS	18-Sep-15	103,701.32
0178ET0006	0001	*****	10440	AUGER, NORMA	18-Sep-15	100.00
0178ET0007	0001	*****	3796	BARTMAN, SHELLEY	18-Sep-15	391.66
0178ET0008	0001	*****	1715	BIGSTONE CREE NATION EDUCATION AUTHORITY	18-Sep-15	49,951.82
0178ET0009	0001	*****	3840	BIGSTONE, JOSEPH ALBERT	18-Sep-15	1,035.00
0178ET0010	0001	*****	10189	BLUE ROSE CONTRACTING	18-Sep-15	7,350.00
0178ET0011	0001	*****	7190	BLUE ROSE SALES & SERVICE	18-Sep-15	1,085.55
0178ET0012	0001	*****	10438	CAPITAL CANVAS	18-Sep-15	4,620.00
0178ET0013	0001	*****	EM13154	CARDINAL, GWEN	18-Sep-15	80.42
0178ET0014	0001	*****	2333	CARDINAL, RUTH M.	18-Sep-15	71.40
0178ET0015	0001	*****	EM11462	CARDINAL, SOPHIE	18-Sep-15	200.00
0178ET0016	0001	*****	EM19168	CAVANAUGH, JANETTE	18-Sep-15	129.27
0178ET0017	0001	*****	6969	CDW CANADA INC.	18-Sep-15	8,134.32
0178ET0018	0001	*****	224	CHARLIE'S SECURITY	18-Sep-15	214.20
0178ET0019	0001	*****	641	CHEMNIPESKI, MAUREEN	18-Sep-15	2,165.47
0178ET0020	0001	*****	EM19313	COLE, LILY	18-Sep-15	162.66
0178ET0021	0001	*****	10102	CONROD, RACHEL	18-Sep-15	737.21
0178ET0022	0001	*****	3338	DELL CANADA INC.	18-Sep-15	1,594.32
0178ET0023	0001	*****	8982	DLUGOSZ, GAYLE	18-Sep-15	2,150.10
0178ET0024	0001	*****	18	EDMONTON PUBLIC SCHOOLS	18-Sep-15	4,210.21
0178ET0025	0001	*****	6457	GAUCHIER, TEASA	18-Sep-15	200.00
0178ET0026	0001	*****	10040	GFL ENVIRONMENTAL SOLID WASTE INC	18-Sep-15	394.61
0178ET0027	0001	*****	8744	GFS PRAIRIES INC	18-Sep-15	14,223.78
0178ET0028	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	18-Sep-15	60,826.50
0178ET0029	0001	*****	561	GRIMSHAW TRUCKING	18-Sep-15	96.44
0178ET0030	0001	*****	EM11861	GULLION, VIVIAN	18-Sep-15	350.00
0178ET0031	0001	*****	EM11201	HALCROW, CHRISTOPHER	18-Sep-15	245.00
0178ET0032	0001	*****	EM11765	HAROLDSON, LEE	18-Sep-15	144.88
0178ET0033	0001	*****	1660	HIGH PRAIRIE SCHOOL DIVISION #48	18-Sep-15	72.66
0178ET0034	0001	*****	EM10814	HORON, RICK	18-Sep-15	4,491.67
0178ET0035	0001	*****	620	HOULE, JUNE	18-Sep-15	146.89
0178ET0036	0001	*****	1642	HUNT, EMILY	18-Sep-15	379.98
0178ET0037	0001	*****	8661	ION PRINT SOLUTIONS	18-Sep-15	244.65
0178ET0038	0001	*****	8728	JOHN DEERE FINANCIAL	18-Sep-15	301.28
0178ET0039	0001	*****	EM12806	JOHNSON, PATTY	18-Sep-15	67.32
0178ET0040	0001	*****	8759	JONES, LISA	18-Sep-15	181.45
0178ET0041	0001	*****	EM13030	JUNEAU, JASON	18-Sep-15	100.00
0178ET0042	0001	*****	9326	LABOUCAN OILFIELD SERVICES	18-Sep-15	3,202.50
0178ET0043	0001	*****	8122	LAC LA BICHE COUNTY	18-Sep-15	46.75
0178ET0044	0001	*****	EM12100	LAGIMODIERE, TRACY	18-Sep-15	500.00

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 12

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0178ET0045	0001	*****	8255	LAMBTON, PATRICK	18-Sep-15	1,056.39
0178ET0046	0001	*****	10091	LOBEL, RACHEL	18-Sep-15	310.06
0178ET0047	0001	*****	347	MCMURRAY AVIATION	18-Sep-15	1,786.09
0178ET0048	0001	*****	5202	MICHEL'S SUPER A FOODS	18-Sep-15	606.64
0178ET0049	0001	*****	3364	MILLENIUM CABINS INC.	18-Sep-15	264.20
0178ET0050	0001	*****	9344	NEW WATER LTD.	18-Sep-15	570.00
0178ET0051	0001	*****	4652	NORTHERN DIGITAL SERVICES	18-Sep-15	3,407.25
0178ET0052	0001	*****	2378	PEARSON CANADA INC T46254	18-Sep-15	943.38
0178ET0053	0001	*****	5651	PELICAN AUTO & SAFETY SUPPLY	18-Sep-15	20.90
0178ET0054	0001	*****	9462	PHASAR ELECTRIC LTD.	18-Sep-15	5,942.91
0178ET0055	0001	*****	457	POPS HARDWARE & BUILDING CENTRE INC	18-Sep-15	1,950.47
0178ET0056	0001	*****	249	PRAIRIE RIVER GAS CO-OP	18-Sep-15	1,677.07
0178ET0057	0001	*****	9297	RECK, KIMBERLEY	18-Sep-15	591.51
0178ET0058	0001	*****	982	REGIONAL MUNICIPALITY OF WOOD BUFFALO	18-Sep-15	56.66
0178ET0059	0001	*****	10005	RICOH CANADA INC	18-Sep-15	551.47
0178ET0060	0001	*****	8262	ROWLAND, ROBERT	18-Sep-15	467.93
0178ET0061	0001	*****	319	RUSSELL FOOD EQUIPMENT	18-Sep-15	29.93
0178ET0062	0001	*****	1199	SANDER, JACQUELINE	18-Sep-15	259.40
0178ET0063	0001	*****	1560	SEXAUER LIMITED	18-Sep-15	245.05
0178ET0064	0001	*****	7245	SINOTTE, RONNIE	18-Sep-15	200.07
0178ET0065	0001	*****	34	SPORTFACTOR INC.	18-Sep-15	5,475.79
0178ET0066	0001	*****	162	ST. THERESA SCHOOL	18-Sep-15	1,804.34
0178ET0067	0001	*****	10000	SUPERIOR PROPANE	18-Sep-15	12,856.98
0178ET0068	0001	*****	5091	SYSCO FOOD SERVICES OF EDMONTON	18-Sep-15	18,392.24
0178ET0069	0001	*****	7099	THUNDER, JULIE	18-Sep-15	540.00
0178ET0070	0001	*****	EM18309	TURPIN, WAYNE	18-Sep-15	780.00
0178ET0071	0001	*****	9134	WALTY, CURTIS	18-Sep-15	140.00
0178ET0072	0001	*****	EM11144	WATSON, JOHN	18-Sep-15	345.00
0178ET0073	0001	*****	751	WESCLEAN - (EDM)	18-Sep-15	4,520.54
0179ET0001	0001	*****	7693	ANDERSON BUSING	23-Sep-15	8,088.48
0179ET0002	0001	*****	776	CHRISTENSEN BUSING	23-Sep-15	7,107.76
0179ET0003	0001	*****	2994	DESJARLAIS BUSES	23-Sep-15	15,716.21
0179ET0004	0001	*****	4894	NOSKEY BUS LINES	23-Sep-15	7,113.27
0179ET0005	0001	*****	2461	ORR, CHARLES	23-Sep-15	2,033.78
0180000001	0001	0000296631	351	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	24-Sep-15	197.82
0180000002	0001	0000296632	8507	ALTAGAS UTILITIES INC	24-Sep-15	2,327.80
0180000003	0001	0000296633	8417	AUGER, KEVIN S.	24-Sep-15	112.00
0180000004	0001	0000296634	8876	BELL CANADA	24-Sep-15	154.58
0180000005	0001	0000296635	1618	COLLEGE OF ALBERTA SCHOOL SUPERINTENDENT	24-Sep-15	420.00
0180000006	0001	0000296636	10342	COURTOREILLE, WILLIAM CHARLES	24-Sep-15	37.00
0180000007	0001	0000296637	5297	DIRECT ENERGY REGULATED SERVICES	24-Sep-15	100.68
0180000008	0001	0000296638	9085	FEDDEMA, JAEDA	24-Sep-15	13.18
0180000009	0001	0000296639	8829	GAMBLER, WALLIE J.	24-Sep-15	37.00
0180000010	0001	0000296640	10105	GLOBALXPRTS	24-Sep-15	1,472.63
0180000011	0001	0000296641	1609	GRANDE CACHE COMM HIGH SCHOOL	24-Sep-15	2,025.00
0180000012	0001	0000296642	699	GREYHOUND COURIER EXPRESS	24-Sep-15	23.95
0180000013	0001	0000296643	75	HOLTBY HOLDINGS LTD	24-Sep-15	4,287.50
0180000014	0001	0000296644	8793	L4U LIBRARY SOFTWARE	24-Sep-15	979.65
0180000015	0001	0000296645	10285	MARTIN, ROB	24-Sep-15	3,095.00
0180000016	0001	0000296646	10457	MUNICIPAL PLANNING SERVICES (2009) LTD	24-Sep-15	642.60
0180000017	0001	0000296647	10396	NORTHERN AIR CHARTER (P.R.) INC	24-Sep-15	5,528.36

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 13

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0180000018	0001	0000296648	1403	PUROLATOR COURIER LTD.	24-Sep-15	37.46
0180000019	0001	0000296649	7412	STAPLES #338	24-Sep-15	6,401.31
0180000020	0001	0000296650	9245	STIEL, ANGIE	24-Sep-15	192.12
0180000021	0001	0000296651	8	TELUS COMMUNICATIONS INCORPORATED	24-Sep-15	256.03
0180000022	0001	0000296652	102	TELUS MOBILITY INCORPORATED	24-Sep-15	2,116.70
0180000023	0001	0000296653	8039	THE NORTHERN STORES FINANCIAL SERVICES	24-Sep-15	263.55
0180000024	0001	0000296654	570	WAWANESA LIFE	24-Sep-15	531.42
0180000025	0001	0000296655	3236	YELLOWKNEE, DONNA	24-Sep-15	37.00
0180ET0001	0001	*****	8062	668040 ALBERTA LTD.	24-Sep-15	2,173.50
0180ET0002	0001	*****	10415	914246 ALTA. LTD.	24-Sep-15	3,782.00
0180ET0003	0001	*****	40	ALBERTA ASSC. OF MUNICIPAL DISTRICTS & C	24-Sep-15	85.04
0180ET0004	0001	*****	5063	CARDINAL, ANNETTE	24-Sep-15	9.48
0180ET0005	0001	*****	EM13154	CARDINAL, GWEN	24-Sep-15	37.00
0180ET0006	0001	*****	4189	COLVILLE, CRYSTAL	24-Sep-15	85.80
0180ET0007	0001	*****	EM12348	DASHCAVICH, TANIA	24-Sep-15	1,050.00
0180ET0008	0001	*****	9419	DYTRICE SOLUTIONS	24-Sep-15	4,725.00
0180ET0009	0001	*****	6273	ENMAX CORPORATION (NEW)	24-Sep-15	1,779.29
0180ET0010	0001	*****	8744	GFS PRAIRIES INC	24-Sep-15	5,298.79
0180ET0011	0001	*****	279	GIFT LAKE SCHOOL FUND	24-Sep-15	326.03
0180ET0012	0001	*****	5894	GILLIS, GERARD	24-Sep-15	391.68
0180ET0013	0001	*****	8759	JONES, LISA	24-Sep-15	118.55
0180ET0014	0001	*****	EM18460	LADERROUTE, SHELLY	24-Sep-15	195.75
0180ET0015	0001	*****	8590	LANDRY, KAYLA	24-Sep-15	590.99
0180ET0016	0001	*****	9301	LAROCQUE, JOYCE	24-Sep-15	526.05
0180ET0017	0001	*****	10091	LOBEL, RACHEL	24-Sep-15	84.61
0180ET0018	0001	*****	EM13362	MARTEN, MISSIE	24-Sep-15	150.00
0180ET0019	0001	*****	9274	MCKENZIE, SHERRI	24-Sep-15	205.75
0180ET0020	0001	*****	347	MCMURRAY AVIATION	24-Sep-15	900.83
0180ET0021	0001	*****	9183	MOHR, ANGELA	24-Sep-15	22.27
0180ET0022	0001	*****	30	NELSON EDUCATION LTD.	24-Sep-15	292.79
0180ET0023	0001	*****	4652	NORTHERN DIGITAL SERVICES	24-Sep-15	542.69
0180ET0024	0001	*****	EM12291	NOSKEY, NORMA	24-Sep-15	228.60
0180ET0025	0001	*****	EM13360	OAR NOSKIYE, ROSE	24-Sep-15	442.50
0180ET0026	0001	*****	10417	OKEMASIS SAFETY TRAINING	24-Sep-15	1,232.71
0180ET0027	0001	*****	EM18264	PATRICK, GAIL	24-Sep-15	187.95
0180ET0028	0001	*****	9297	RECK, KIMBERLEY	24-Sep-15	127.73
0180ET0029	0001	*****	6739	SAWRIDGE INN - PEACE RIVER	24-Sep-15	389.13
0180ET0030	0001	*****	EM12127	SMITH, TAMMY	24-Sep-15	183.88
0180ET0031	0001	*****	2192	SUSA CREEK SCHOOL FUNDS	24-Sep-15	178.25
0180ET0032	0001	*****	5081	SYSKO FOOD SERVICES OF EDMONTON	24-Sep-15	8,702.83
0180ET0033	0001	*****	10456	TELL WILLIER	24-Sep-15	1,800.00
0180ET0034	0001	*****	149	VALLEY PRINTERS & SIGNS LTD	24-Sep-15	74.47
0180ET0035	0001	*****	9134	WALTY, CURTIS	24-Sep-15	448.52
0180ET0036	0001	*****	751	WESCLEAN - (EDM)	24-Sep-15	1,920.39
0181000001	0001	0000296656	8507	ALTAGAS UTILITIES INC	24-Sep-15	4,834.10
0181000002	0001	0000296657	2929	ANDERSON, LORRAINE	24-Sep-15	245.65
0181000003	0001	0000296658	8417	AUGER, KEVIN S.	24-Sep-15	15.00
0181000004	0001	0000296659	10146	CUNNINGHAM, KERENA	24-Sep-15	14.12
0181000005	0001	0000296660	5287	DIRECT ENERGY REGULATED SERVICES	24-Sep-15	623.00
0181000006	0001	0000296661	9085	FEDDEMA, JAEDA	24-Sep-15	53.47
0181000007	0001	0000296662	10105	GLOBALXPRTS	24-Sep-15	3,811.50

## N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 14

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
0181000008	0001	0000296663	2807	MARSON EQUIPMENT LTD.	24-Sep-15	1,981.35
0181000009	0001	0000296664	10285	MARTIN, ROB	24-Sep-15	15,506.88
0181000010	0001	0000296665	3503	MATRIX VIDEO COMMUNICATIONS CORP	24-Sep-15	8,722.98
0181000011	0001	0000296666	10455	NORTH PEACE SOCIETY FOR THE PREVENTION	24-Sep-15	156.55
0181000012	0001	0000296667	10038	OFFICE FURNITURE WAREHOUSE DIRECT	24-Sep-15	875.70
0181000013	0001	0000296668	374	PADDLE PRAIRIE GAS CO-OP	24-Sep-15	341.30
0181000014	0001	0000296669	3373	PARKLAND INDUSTRIES LTD	24-Sep-15	12,555.23
0181000015	0001	0000296670	455	PEACE RIVER HOME CENTRE INC.	24-Sep-15	94.49
0181000016	0001	0000296671	6054	SCHOOL SPECIALTY CANADA	24-Sep-15	2,157.11
0181000017	0001	0000296672	3143	SUPREME OFFICE PRODUCTS LTD	24-Sep-15	505.75
0181000018	0001	0000296673	10334	TECKERA CONSULTING LTD	24-Sep-15	11,568.38
0181000019	0001	0000296674	6094	THE NORTH WEST COMPANY	24-Sep-15	27.30
0181000020	0001	0000296675	8039	THE NORTHERN STORES FINANCIAL SERVICES	24-Sep-15	238.72
0181000021	0001	0000296676	1728	TOWN OF GRANDE CACHE	24-Sep-15	1,200.00
0181000022	0001	0000296677	22	WESCLEAN - (GP)	24-Sep-15	1,635.78
0181ET0001	0001	*****	8518	ABOUGOUSH, JOHN	24-Sep-15	525.00
0181ET0002	0001	*****	1996	ANZAC COMMUNITY SCHOOL	24-Sep-15	7,303.72
0181ET0003	0001	*****	283	BATCHELOR, DOREEN	24-Sep-15	44.52
0181ET0004	0001	*****	3840	BIGSTONE, JOSEPH ALBERT	24-Sep-15	19.94
0181ET0005	0001	*****	10422	COLLIER, GRAHAM	24-Sep-15	183.20
0181ET0006	0001	*****	6273	ENMAX CORPORATION (NEW)	24-Sep-15	53,958.07
0181ET0007	0001	*****	2139	GIFT LAKE DEVELOPMENT CORPORATION	24-Sep-15	100.65
0181ET0008	0001	*****	1660	HIGH PRAIRIE SCHOOL DIVISION #48	24-Sep-15	52,277.83
0181ET0009	0001	*****	10377	HOPTON, DEIDRE	24-Sep-15	183.20
0181ET0010	0001	*****	5826	L&P DISPOSALS	24-Sep-15	521.12
0181ET0011	0001	*****	443	LADERROUTE, BARBARA MS.	24-Sep-15	39.00
0181ET0012	0001	*****	EM18460	LADERROUTE, SHELLEY	24-Sep-15	391.63
0181ET0013	0001	*****	10427	LASSARDO, RYAN	24-Sep-15	183.20
0181ET0014	0001	*****	10091	LOBEL, RACHEL	24-Sep-15	29.40
0181ET0015	0001	*****	9184	MAX MECHANICAL	24-Sep-15	1,782.93
0181ET0016	0001	*****	EM11809	MARTHUR, MICHAEL	24-Sep-15	362.25
0181ET0017	0001	*****	347	MCMURRAY AVIATION	24-Sep-15	13.34
0181ET0018	0001	*****	4222	NORTHERN SUNRISE COUNTY	24-Sep-15	4,704.00
0181ET0019	0001	*****	EM12291	NOSKEY, NORMA	24-Sep-15	122.29
0181ET0020	0001	*****	521	PEACE WAPITI SCHOOL DIVISION NO. 76	24-Sep-15	5,146.98
0181ET0021	0001	*****	6692	SILVERTIP ENTERPRISE LTD.	24-Sep-15	1,431.45
0181ET0022	0001	*****	10432	SOMWARU, RAVINDRA	24-Sep-15	183.20
0181ET0023	0001	*****	31	SPECTRUM EDUCATIONAL SUPPLIES LTD.	24-Sep-15	354.64
0181ET0024	0001	*****	9295	TURPIN, CHRIS	24-Sep-15	217.41
0181ET0025	0001	*****	600	WARD, ELAINE	24-Sep-15	1,144.06
0181ET0026	0001	*****	751	WESCLEAN - (EDM)	24-Sep-15	3,175.11
0181ET0027	0001	*****	EM18236	WHITEHEAD, SHIRLEY	24-Sep-15	432.04
0181ET0028	0001	*****	9123	YELLOWKNEE, ROSIE	24-Sep-15	100.00
0181ET0029	0001	*****	6188	YELLOWKNEE, SHIRLEY	24-Sep-15	162.65
0182ET0001	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	29-Sep-15	96,077.13
0183ET0001	0001	*****	9541	ALBERTA SCHOOL EMPLOYEE BENEFIT PLAN	29-Sep-15	11,700.00
0183ET0002	0001	*****	10376	COUTURIER, LYNNE	29-Sep-15	800.00
0183ET0003	0001	*****	4482	GHOSTKEEPER, SHAWNA	29-Sep-15	830.63

TOTALS FOR BANK - 0001

3,662,459.97

TOTAL CANCELLED CHEQUES

5,657.77

N O R T H L A N D   S C H O O L   D I V I S I O N

DATE 29-Sep-2015 04:08 PM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 15

START DATE: 21-Aug-2015 TO END DATE: 29-Sep-2015

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
NET CHEQUE TOTAL						3,656,802.20
TOTAL NUMBER OF CHEQUES						713
TOTAL NUMBER OF CHEQUES WITH MICR						325
GRAND TOTAL						3,662,459.97
CANCELLED TOTAL						5,657.77
NET GRAND TOTAL						3,656,802.20
GRAND TOTAL NUMBER OF CHEQUES						713
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						325

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

